

Visual printLEADER – Pricing Module Table of Contents

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CHAPTER 1 - STARTING UP

This chapter will instruct you how to use the Pricing module to create and control your databases for press rates, paper stocks, pre-press and post-press departments, copiers and any OTC (over the counter) products.

It is by far the most important module of the entire Visual printLEADER system. Your Pricing module is literally the engine of the system. The various components of maintaining presses, papers, departments, and copiers, is the key to a successful installation.

Each area is completely user defined and allows for an unlimited amount of records. Each area of the Pricing module is also individually password protected, allowing certain users access to paper stock databases, but not necessarily your press rates or department areas.

The Pricing module contains all of the user defined prices that the program uses to calculate the transactions that you estimate or invoice, and to respond to the inevitable changes that occur in the course of doing business in the graphic arts industry. The Pricing module will also provide you with the flexibility to stay competitive in allowing you instant access to make executive changes to databases on an as needed basis.

From a list in any of the five areas that require prices (Presses, Paper Stocks, Departments, Copiers and OTC products), you can select and modify, add, copy, undo and delete pricing databases; print price books; and view price calculations.

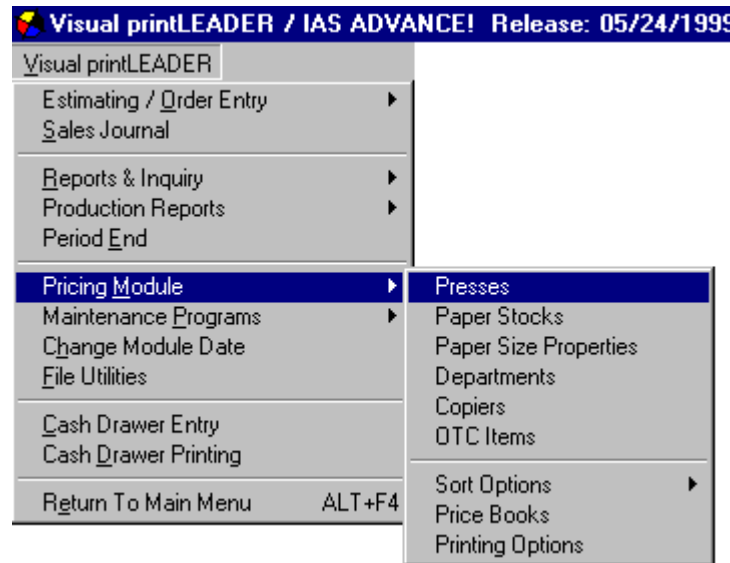
Editor's Note: Much of the data we pre-ship in the Visual printLEADER Pricing Module is gathered from the annual NAQP/Print Image International Pricing Study produced by John Stewart of Q.P. Consulting, W. Melbourne, FL.

printLEADER Software has been a proud sponsor of this project. The results of this study are responses from over 1,000 print and copy business owners. Other data pre-shipped is based on some standards provided by our existing customer base.

GETTING STARTED:

From the Module Menu, click once on Visual printLEADER, then scroll down to the Pricing Module.

The menu will appear as follows:

**PRESSES:**

Create, modify, copy and delete presses; view and set pricing for press rates, speed, waste, standard plates, production hours, difficulty levels, labor cost. You can create and maintain an unlimited number of custom designed press configurations. There are also up to 16 user defined paper sheet sizes.

PAPER STOCKS:

Add, modify, copy and delete papers; view and set pricing for paper costs, markups, waste factors. You may enter an unlimited number of paper stocks, and maintain an unlimited number of markup/waste factor category settings.

PAPER SIZE PROPERTIES:

Create and maintain up to 16 user defined paper sheet sizes. These defaults can be a combination of cut sheet sizes as well as common parent sheet sizes.

DEPARTMENTS:

Create, modify, copy and delete pre-press and post-press departments; set pricing, view price lists for department operations by units, or per thousand, and time. You may create and maintain an unlimited number of user-defined departments, as well as an unlimited number of functions inside each department.

COPIERS:

Create, modify, copy and delete hi-volume, color and convenience copiers; view and set a user defined pricing matrix for each. Any number of copiers may be created and maintained.

OTC ITEMS:

Create, modify and delete OTC products (cash and carry items) and their pricing. This area also allows for an unlimited number of items to be created and maintained.

SORT:

This function allows you to sort your presses, departments, department items and copiers in a specific order when used in estimating and order entry.

PRICE BOOKS:

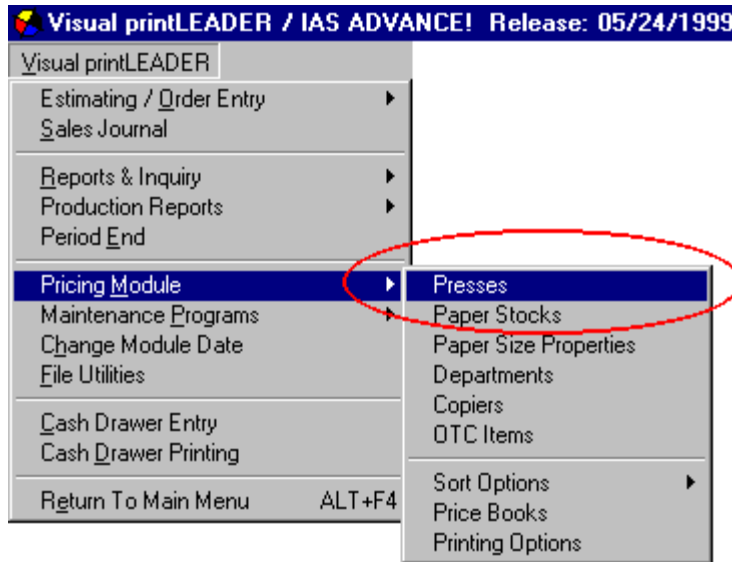
This function allows you to create counter price books for all presses and papers.

PRINTING OPTIONS:

This feature allows you to print out your entire pricing database of all press rates, paper stocks, departments, copiers and OTC items.

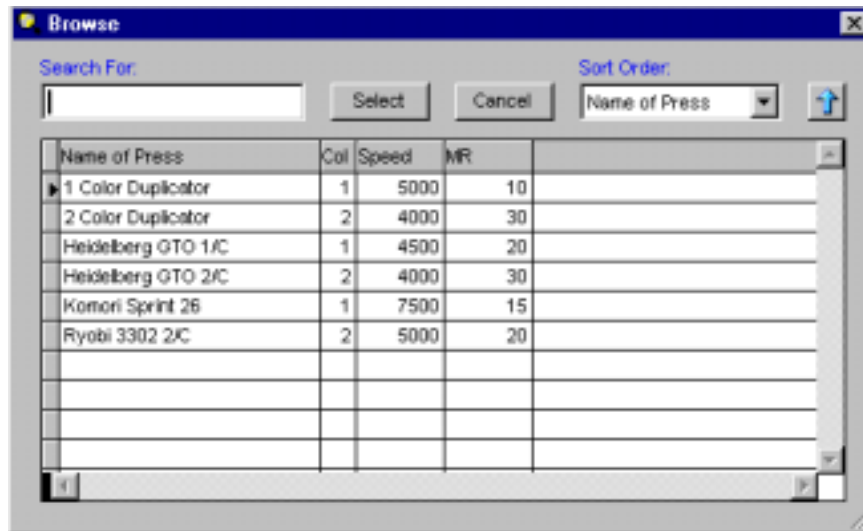
CHAPTER 2 – MODIFYING A PRESS

From the menu, click on "Presses".



Before adding a new press database to the system, let's discuss the method of first browsing the press database. By simply clicking on the magnifier icon, which will be referred to as the browse button, you can easily view what presses are currently in the system. You may also press the [F2] key on your keyboard.

To modify a press, highlight the record and either double click it, or click once on the record and click once on the "Select" button. If the list is lengthy, you may also use the "Search" feature and begin typing in the name of the press, and the software will point to the record automatically.



Note: Some of the default presses shown are named after the brand name of each. A typical AB Dick press with a T-head can be entered into the program as a one color press or duplicator and again as a two-color press. You can add a press pricing method for any scenario, structuring the data appropriately. Regardless, the name of a press should meaningfully indicate the intent of the pricing method to you and your staff.

The program displays the entire database screen for this selected press, with its name highlighted in yellow in the upper left corner.

Press Pricing Module

Name Of Press: **1 Color Duplicator** (highlighted)

Modified: 05/24/1999

Colors/Pass: 1

Impressions/Hour: 5000

Make Ready (minutes): 12

Running Waste %: 1.00

Cost of Labor/Hour: \$ 15.00

Setup Waste Sheets: 25

BHC: \$ 40.00

Cost Center: 1 Color Printing

Prod. Hours/Day: 6.00

Quantity	Rate	Side 1	Side 2	Sheetsize?	Size Factor	Plate/\$	Retail
100	\$ 85.00	\$ 1.70	\$ 1.70	<input checked="" type="checkbox"/> 8.5 x 11	0 %	\$ 1.50	\$ 5.00
500	\$ 75.00	\$ 7.50	\$ 7.50	<input checked="" type="checkbox"/> 8.5 x 14	5 %	\$ 1.50	\$ 5.00
1,000	\$ 75.00	\$ 15.00	\$ 15.00	<input checked="" type="checkbox"/> 11 x 17	25 %	\$ 3.00	\$ 7.00
2,500	\$ 70.00	\$ 35.00	\$ 35.00	<input checked="" type="checkbox"/> Envelopes	10 %	\$ 1.50	\$ 5.00
5,000	\$ 70.00	\$ 70.00	\$ 70.00	<input checked="" type="checkbox"/> 5.5 x 8.5	0 %	\$ 1.50	\$ 5.00
10,000	\$ 60.00	\$ 120.00	\$ 120.00	<input checked="" type="checkbox"/> 12.5 x 19	0 %	\$ 0.00	\$ 0.00
25,000	\$ 60.00	\$ 300.00	\$ 300.00	<input checked="" type="checkbox"/> 17 x 22	0 %	\$ 0.00	\$ 0.00
50,000	\$ 60.00	\$ 600.00	\$ 600.00	<input checked="" type="checkbox"/> 17.5 x 22.5	0 %	\$ 0.00	\$ 0.00
				<input checked="" type="checkbox"/> 19 x 25	0 %	\$ 0.00	\$ 0.00
				<input checked="" type="checkbox"/> 20 x 26	0 %	\$ 0.00	\$ 0.00
				<input checked="" type="checkbox"/> 23 X 35	0 %	\$ 0.00	\$ 0.00
				<input checked="" type="checkbox"/> 25 x 38	0 %	\$ 0.00	\$ 0.00
				<input checked="" type="checkbox"/> 26 x 40	0 %	\$ 0.00	\$ 0.00
				<input checked="" type="checkbox"/> Catalog Envelop	0 %	\$ 0.00	\$ 0.00
				<input checked="" type="checkbox"/> 25.5 x 30.5	0 %	\$ 0.00	\$ 0.00
				<input checked="" type="checkbox"/> Business Cards	0 %	\$ 0.00	\$ 0.00


Difficulty 1 Side 2 Sides

Level 2 Inc 50 % 50 %

Level 3 Inc 100 % 100 %

Select Image

Clear Image



Any changes you would like to make can be achieved by placing your mouse pointer directly on the data field.

By clicking once on the field named “Impressions per Hour” you can make your changes and continue moving through the screen by pressing the <ENTER> key, or <TAB>, or just place your mouse pointer to other fields of your choice for modifications. Each field and its purpose will now be described in greater detail.

NAME OF PRESS:

Select from your browse list another press to modify or review. Visual printLEADER will display this name on screen and on, work orders, price lists and reports.

IMPRESSIONS PER HOUR:

Modify the speed at which the press will typically run. This is an extremely important field as it truly determines the retail pricing charges based on the hourly billing you enter. Many customers enter in an average press speed that includes the productivity of an average press operator. You should *not* include any additional make-ready time, as this is an additional field used for calculating press quotes and orders.

Name Of Press	1 Color Duplicator
Impressions/Hour	5000
Cost of Labor/Hour	\$ 15.00
Cost Center:	Offset Printing Sales

The Impressions per hour should include an average press speed including any additional load up time of paper and unloading. End users who enter in a press speed that is too fast will in effect make the retail price of a quote/order lower than expected because of it's "efficiency" factor. Running a press too slowly will also affect your quote/order making the price possibly too high, due to it's "inefficiency" factor. By entering in an acceptable press speed, your quotes and orders will not only be more accurate, but your work order tickets, and your work in progress reports will also be much more precise.

During the course of creating a quote/order, you will have the ability to easily change the press speed for a specific job for market pricing conditions, or for longer run lengths or more difficult jobs (solids, bleeds, tight registration).

COST OF LABOR/HOUR:

Enter in the estimated cost of labor rate for the press operator, including wage, prorated benefits, overhead, etc. Typically, labor rate is estimated at the wage plus 25%. This field will not have any effect on the actual pricing mechanism, but will be used for calculating profit/loss purposes on orders as well as our optional Premier Data Collection system for analyzing estimated cost of labor vs. actual and +/- variances.

Name Of Press	1 Color Duplicator
Impressions/Hour	5000
Cost of Labor/Hour	\$ 15.00
Cost Center:	Offset Printing Sales

MODIFIED:

This is not an editable field, but does record and display the date stamp of when the database was last modified. To determine exactly who modified the record, you would then enter the System Manager module, where there is an User Activity browse log of a very detailed audit trail of user ID, date, time, module used and record modified.

Modified	05/24/1999
Make Ready (minutes)	12
Setup Waste Sheets	25
Prod. Hours/Day	6.00

MAKE-READY <MINUTES>:

Modify/enter the amount of setup time required for running the type of jobs intended for this press.

Modified	05/24/1999
Make Ready (minutes)	12
Setup Waste Sheets	25
Prod. Hours/Day	6.00

Note: This calculation is extremely important to understand and plays an important role in your pricing scheme for each press. It is directly related to the very first hourly billing rate data field. The number of minutes you enter is calculated into the retail price of a quote/order as follows;

Using the sample “1 Color Duplicator”, please note that the first hourly billing rate field is set to \$75/hour. The design of the software divides the first hourly rate into minutes (\$75 divided by 60 minutes = \$1.25 per minute). Then based on the sample of a 10 minute make-ready, the actual retail price of just the make-ready time alone would be \$1.25 multiplied by 10 minutes, totaling \$12.50. This price is added to the retail price of printing a job 1 or 2 sides, plus any paper plate charge, plus paper, paper markup, and any additional waste factors.

The amount of time you enter for the make-ready field should be the amount of time required to hang a plate(s) and get the job up to color. The make-ready time should not include any ink wash-up time, or time to produce any special metal plates (these time factors can be accounted for in other areas of the program. The make-ready time factor for a 1 or two-sided printing order can easily be modified at the time of creating a quote/order. Changes made to the make-ready time at the time of a quote/order will only be stored for that specific order and will not change the master database.

To enter a make-ready time greater than one hour, please make your entry in total number of minutes. IE: A four-color press requiring 1 ½ hours of make-ready time should be entered as 90 minutes. If the first hourly billing rate of this press were set at \$150 per hour, then this example would yield a retail make-ready charge of \$225. (\$150 divided by 60 minutes = \$2.50 per minute, multiplied by 90 = \$225).

If you are entering data for a two-color press (T-head or true 2-color tower), only enter the total make-ready time for both heads to get your plates on and the job up to color. For those customers who produce 4 color process jobs on their 2 color presses, you will prompt the software to run the respective quote/order with 2 passes, and the make-ready time will be multiplied by the number of respective passes you enter.

SETUP WASTE SHEETS:

Enter the average number of waste sheets of paper required to set up the press for the typical job being produced on this press. There are several other waste factors available throughout the program (running press waste %, paper, and departments), so it is suggested to keep this number realistic.

Modified	05/24/1999
Make Ready (minutes)	12
Setup Waste Sheets	25
Prod. Hours/Day	6.00

The number of sheets you enter is calculated as impressions in the retail price of all quotes and orders. It should also be noted that Visual printLEADER will also factor in the cost and markup of the setup sheets based on the specific paper stock being used for any quote/order.

So if you are quoting a simple order of 1,000 flyers on White 20# bond, and your setup waste is 50 sheets, the software will base the internal calculations on 1,050 sheets of White 20#. If you are producing a nice 2 color brochure on expensive coated stock, and your setup waste is 100 sheets, then the software will take the cost of the coated stock, mark it up accordingly and add it to the calculation as well.

If your setup waste field is set too high, it will affect your overall waste factor and quite possibly your retail price to your customer. It will also have a great effect on printing orders that have multiple lots. Lets assume that an order came in with press specs of 500 quantity, 25 originals printed 1 sided. If you have a setup waste sheets entry of 100 sheets, this would make the software calculate a total number of setup waste sheets to be 2500 for an order requiring a total number of press sheets at just 12,500 (a 20% waste factor). Not only would the 2500 sheets be calculated into the quote, but the markup factor on the setup paper would also be factored into your quote/order as well.

PRODUCTION HOURS PER DAY:

This data field is used to assist in producing work in process reports and job scheduling purposes. This entry should be the total number of productive hours available on an average business day. If you operate a 9am-5pm business and your press operator clocks in at 8:45am, starts the first job a little after 9am, factor in a few breaks, lunch and general time spent off press, you will probably enter in a 6 hour production factor. By making the number of hours available too great, your work in process reports may be a little exaggerated causing you to believe that more time is available on press than actually is. If you enter too few hours, then your report could lead you to believe that you are overbooked, when in fact there is ample time to schedule and produce more press work.

Modified	05/24/1999
Make Ready (minutes)	12
Setup Waste Sheets	25
Prod. Hours/Day	6.00

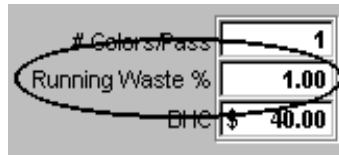
COLORS/PASS:

Enter the number of colors the press will run on a per pass basis. If you are entering rates for a press running with a T-head or a true 2 color tower, then please enter in 2 for the ability to print 2 colors on one pass. If you have a true 2-color press, it is suggested to also enter it again as a 1 color per pass press for more competitive pricing. If you have a true 4 color press, you do have the ability to enter the press multiple times (as a 1 color, 2 color, and as a 4 color press), with the # of color per pass set appropriately. The # Colors/Pass data field will determine the correct number of impressions, the correct make-ready time, the estimated press time and plate charges.

# Colors/Pass	1
Running Waste %	1.00
BHC	\$ 40.00

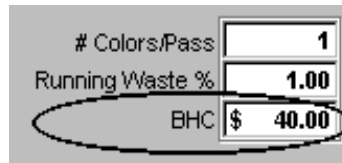
RUNNING WASTE %:

Modify the press running waste percentage factor of paper for this press. In addition to the setup waste number of sheets, Visual printLEADER also makes available the ability to enter a running waste factor to allow for jams, press pulls, etc. The running waste factor should be kept rather low (1% or even a ½ percent i.e.: .05%). If you have a running waste factor of just 1%, and you create a quote/order for a simple 1 sided 5,000 run, over and above the setup waste sheets, and any additional paper waste and any department waste factors, the 1% running waste would equal 50 additional sheets of waste of the respective paper stock selected.



BHC:

Budgeted Hourly Cost is a calculation made for users of the optional Premier module. Consult Visual printLEADER for more information.



QUANTITY:

Adjust, if desired, the quantity run length settings for each press. The quantity run length fields should start off with commonly used short run lengths, followed by mid-size run lengths and any long run lengths that you would find common for this press. The quantity run length fields are directly related to the adjacent hourly billing rate fields. Under normal circumstances users will enter higher hourly billing rates for their shorter runs, and become more competitive as the run lengths increase. There are a total of eight run length settings, and the system will handle up to 999,999 as a run length setting, but the quote/order system will allow up to 999,999,999 (just a hair under a basic billion run).

Any time you are not sure what each field will allow you to do, just glide your mouse pointer over the general area and a yellow tool tip will appear with a brief description as a reminder.

Quantity	Rate	Side 1	Side 2
100	\$ 60.00	\$ 1.20	\$ 1.20
500	\$ 60.00	\$ 6.00	\$ 6.00
1,000	\$ 60.00	\$ 12.00	\$ 12.00
2,500	\$ 60.00	\$ 30.00	\$ 30.00
5,000	\$ 60.00	\$ 60.00	\$ 60.00
10,000	\$ 60.00	\$ 120.00	\$ 120.00
25,000	\$ 60.00	\$ 300.00	\$ 300.00
50,000	\$ 60.00	\$ 600.00	\$ 600.00

RATE:

Enter your retail hourly billing press rates next to each of your quantity run length settings. Each field should contain the retail hourly billing rate in dollars for the respective quantity run lengths. As described earlier, you have the option to enter a more competitive rate as the quantities increase. It is imperative that you do not create a bell curve pricing system of lower rates then higher, then lower again.

Quantity	Rate	Side 1	Side 2
100	\$ 60.00	\$ 12.00	\$ 12.00
500	\$ 60.00	\$ 6.00	\$ 6.00
1,000	\$ 60.00	\$ 12.00	\$ 12.00
2,500	\$ 60.00	\$ 30.00	\$ 30.00
5,000	\$ 60.00	\$ 60.00	\$ 60.00
10,000	\$ 60.00	\$ 120.00	\$ 120.00
25,000	\$ 60.00	\$ 300.00	\$ 300.00
50,000	\$ 60.00	\$ 600.00	\$ 600.00

Note: As described earlier in the Make-ready (minutes) feature, the very first hourly rate entry is directly related to the make-ready time in minutes to produce a one time charge (per pass and per side) for a make-ready charge to your customer.

Using the sample “1 Color Duplicator”, please note that the first hourly billing rate field is set to \$75/hour. The design of the software divides the first hourly rate into minutes (\$75 divided by 60 minutes = \$1.25 per minute). Then based on the sample of a 10 minute make-ready, the actual retail price of just the make-ready time alone would be \$1.25 per minute multiplied by 10 minutes, totaling \$12.50. This price is added to the retail price of printing a job 1 or 2 sides, plus any paper plate charge, plus paper, paper markup, and any additional waste factors.

The hourly billing rate is a protected field that cannot be altered during the creation of any quote or order.

It is suggested, although not mandatory, that the hourly rate column go down per quantity field setting for more competitive pricing and market conditions. Customers who run their presses at a flat hourly rate setting will usually experience about the same price per thousand prices for impression charges to their customer (subject to paper markup practices, waste factors).

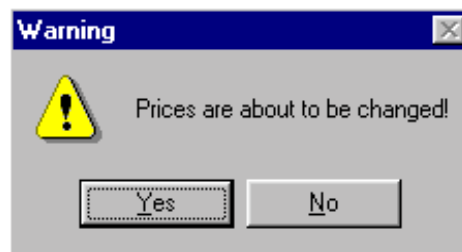
Visual printLEADER’s software design for hourly rates and quantity settings are based on “slope” calculations. This means that if you have a quantity run length setting of 5,000 and an hourly rate of \$75, followed by a quantity run length of 10,000 with an hourly rate setting dropping to \$65, a run length of 7500 will be calculated at approximately \$70 per hour (subject to various settings and make-ready charges).

Other internal calculations to be aware of are that the hourly rate settings are determined by the actual customer quantity request at time of quotation and sales order entry. This means that if a quote consists of an order of 1,000 letterheads of 5 different lots (all same paper specs), the software will calculate 5 different make-ready charges, 5 startups for paper waste, 5 running waste factors, and price the order out at the 1,000 quantity hourly rate. It will not calculate the job at the 5,000 run length setting or the 5,000 hourly billing rate.

FYI...When you become more familiar with Visual printLEADER's estimating/order entry system, you will see on your screen what the hourly rate setting is per job. This rate is calculated on both the make-ready charge as well as the hourly rate for the quantity entered. This means that a 5,000 letterhead order will not necessarily be exactly the hourly rate setting for that press. The software will also factor in not only the hourly rate setting for the 5,000 run, but also factors in startup waste sheets, running waste sheets, paper waste sheets (1 and 2 side printing), and any departments waste settings.

Under these circumstances, your hourly rate setting could be just slightly lower per hour due to the length of the run and the number of additional impressions created by waste factors, or it could also be a higher hourly rate, due to a shorter run length with a make-ready charge factored in as well.

IMPORTANT! Each time a quantity run length field is modified or an hourly-billing rate is modified, Visual printLEADER will prompt you with a "Warning! Prices are about to be changed" message.



This will cause the impressions charges for side 1 and side 2 printing to increase or decrease depending on your change. The prices for 1 and 2 side press charges will only change on a line by line rate change or quantity setting change.

PRICES FOR SIDE 1 AND SIDE 2 PRINTING:

These two columns below calculate the retail printing impressions charges for each side by multiplying the quantity by the press rate at that quantity, and dividing by the number of sheets per hour. The end result is the number of dollars that the software will charge for the selected quantity. Added to this factor will be your make-ready charge, any waste charges, plate charges, and of course paper specs.

Quantity	Rate	Side 1	Side 2
100	\$ 75.00	\$ 1.20	\$ 1.20
500	\$ 60.00	\$ 6.00	\$ 6.00
1,000	\$ 60.00	\$ 12.00	\$ 12.00
2,500	\$ 60.00	\$ 30.00	\$ 30.00
5,000	\$ 60.00	\$ 60.00	\$ 60.00
10,000	\$ 60.00	\$ 120.00	\$ 120.00
25,000	\$ 60.00	\$ 300.00	\$ 300.00
50,000	\$ 60.00	\$ 600.00	\$ 600.00

Typically, as quantities go up, press rates go down; to allow your business to be more competitive.

SIDE 1:

Shows the retail printing price on the first side of a job at a given quantity and press rate.

Note: Please avoid manually changing the values in the Side 1 and Side 2 columns unless you completely understand the mechanics of the hourly press rates. Customers who manually alter the values in Side 1 and/or Side 2 assume responsibility that they are increasing or decreasing press prices for specific market pricing reasons.

SIDE 2:

Shows the retail printing price on the second side of a job at a given quantity and press rate.

SHEETSIZE:

Contains a checklist of your standard paper sizes. Visual printLEADER will allow up to sixteen user defined press sheet sizes to accommodate small press sizes as well as larger press formats.

Note: *Modifying your sheet size description is done only at the Press module level. It should also be noted that when you do change sheet size names, they are systemwide and not press sensitive.*

By using your mouse pointer, simply click inside the sheet sizes that each press is permitted to run. Sizes that are not checked off will prevent your sales staff and CSR's from selecting a sheet size that is not programmed into the software to run. Sizes that display a check mark will allow the end user to select that sheet size to run a specific press (subject to paper availability).

Also note that if you elect not to populate each paper sheet size with a value, the fields will not be available for editing.

Sheetsize?	
<input checked="" type="checkbox"/>	8.5 x 11
<input checked="" type="checkbox"/>	8.5 x 14
<input checked="" type="checkbox"/>	11 x 17
<input checked="" type="checkbox"/>	Envelopes
<input checked="" type="checkbox"/>	5.5 x 8.5
<input type="checkbox"/>	12.5 x 19
<input type="checkbox"/>	17 x 22
<input type="checkbox"/>	17.5 x 22.5
<input type="checkbox"/>	19 x 25
<input type="checkbox"/>	20 x 26
<input type="checkbox"/>	23 X 35
<input type="checkbox"/>	25 x 38
<input type="checkbox"/>	26 x 40
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Click box where applicable

SIZE FACTOR:

This column allows you to alter/increase the retail impressions press charges when running different (usually larger sheet sizes) on the selected press. This is more or less an older train of thought popular with the quick print segment of the industry. Based on the “perceived value” of delivering a printed order on a sheet size other than 8.5 x 11, many printers charge more money for the same press that prints an 8.5 x 14 sheet, as well as 11 x 17, and envelopes. Visual printLEADER allows you to enter a percentage increase factor to take a standard press database and increase it’s hourly retail rate by whatever percent factor you enter next to the respective sheet sizes.

Sheetsize?	Size Factor	Plate/\$	Retail
<input checked="" type="checkbox"/> 8.5 x 11	0	\$ 1.50	\$ 5.00
<input checked="" type="checkbox"/> 8.5 x 14	5	\$ 1.58	\$ 5.25
<input checked="" type="checkbox"/> 11 x 17	25	\$ 3.00	\$ 7.00
<input checked="" type="checkbox"/> Envelopes	10	\$ 1.50	\$ 5.00
<input checked="" type="checkbox"/> 5.5 x 8.5	0	\$ 1.50	\$ 5.00
<input type="checkbox"/> 12.5 x 19	0	\$ 0.00	\$ 0.00
<input type="checkbox"/> 17 x 22	0	\$ 0.00	\$ 0.00
<input type="checkbox"/> 17.5 x 22.5	0	\$ 1.50	\$ 5.00
<input type="checkbox"/> 19 x 25	0	\$ 0.00	\$ 0.00
<input type="checkbox"/> 20 x 26	0	\$ 0.00	\$ 0.00
<input type="checkbox"/> 23 X 35	0	\$ 0.00	\$ 0.00
<input type="checkbox"/> 25 x 38	0	\$ 0.00	\$ 0.00
<input type="checkbox"/> 26 x 40	0	\$ 0.00	\$ 0.00
<input type="checkbox"/>	0	\$ 0.00	\$ 0.00
<input type="checkbox"/>	0	\$ 0.00	\$ 0.00
<input type="checkbox"/>	0	\$ 0.00	\$ 0.00

Example: A basic 1 color press running a press speed of 5000 per hour and charging out at \$75 per hour for a run length of 5,000 8.5 x 11 will yield a base retail price for impressions alone of \$75. If you have a 5% increase factor for running the job on 8.5 x 14, then the hourly rate would increase to \$78.75, and would also charge \$78.75 for the same 5000 impressions instead of \$75. If you enter a 25% increase factor to run an 11 x 17 job, then the \$75 hourly rate would be equivalent to charging that same press out at \$93.75.

The purpose of this feature is to save you from having to enter multiple presses for different sheet sizes. However, this is not meant to suggest you should not consider having multiple press selections for different sheet sizes. Why? Because by increasing the hourly rate for a different sheet size, does not automatically change the make-ready time or press speed.

Many customers will create a variety of press configurations for different sheet sizes so they have the flexibility to enter different make-ready times, different press speeds, and even different hourly billing rates.

PLATE \$ COST:

Modify/enter the cost of your standard “paper” plate material for each of your entered sheet sizes (I.E. Silvermaster, Megalith, Onyx, E-stat). You may want to calculate it based on the cost from your supplier and the number of plates per roll. This will be used in calculating estimated cost of materials when using our profit/loss window in the quote/order entry system.

RETAIL OF PLATES:

Enter/modify the amount of money for which you wish to sell the paper plate to your customer for each selected size.

Sheetsize?	Size Factor	Plate/\$	Retail
<input checked="" type="checkbox"/> 8.5 x 11	0 %	\$ 1.50	\$ 5.00
<input checked="" type="checkbox"/> 8.5 x 14	5 %	\$ 1.50	\$ 5.00
<input checked="" type="checkbox"/> 11 x 17	25 %	\$ 3.00	\$ 7.00
<input checked="" type="checkbox"/> Envelopes	10 %	\$ 1.50	\$ 5.00
<input checked="" type="checkbox"/> 5.5 x 8.5	0 %	\$ 1.50	\$ 5.00
<input type="checkbox"/> 12.5 x 19	0 %	\$ 0.00	\$ 0.00
<input type="checkbox"/> 17 x 22	0 %	\$ 0.00	\$ 0.00
<input type="checkbox"/> 17.5 x 22.5	0 %	\$ 1.50	\$ 5.00
<input type="checkbox"/> 19 x 25	0 %	\$ 0.00	\$ 0.00
<input type="checkbox"/> 20 x 26	0 %	\$ 0.00	\$ 0.00
<input type="checkbox"/> 23 X 35	0 %	\$ 0.00	\$ 0.00
<input type="checkbox"/> 25 x 38	0 %	\$ 0.00	\$ 0.00
<input type="checkbox"/> 26 x 40	0 %	\$ 0.00	\$ 0.00
	0 %	\$ 0.00	\$ 0.00
	0 %	\$ 0.00	\$ 0.00
	0 %	\$ 0.00	\$ 0.00

DIFFICULTY LEVEL:

Enter/modify the percentages if you wish to change the increase in price due to heavy ink coverage, hairlines, or its real purpose...customer nuisance (the p.i.a. factor, grunt charge, whine charge ;-). A difficulty level of 1 is considered a typical, straightforward job and does not increase the job’s price. At the point of quote or order entry you will have the ability to select for each printed side, an increase to side 1 or side 2 printing, the options of Level 2 or Level 3.

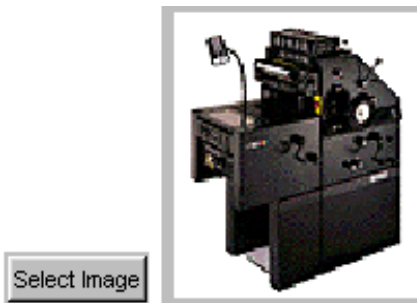
Difficulty	1 Side	2 Sides
Level 2 Inc	50 %	50 %
Level 3 Inc	100 %	100 %

Note: Please be aware that the only factors that the Level of Difficulty actually affects and increases are the press impressions charges (side 1 and/or 2 printing). A 50% Level 2 Side 1 increase will not increase paper costs, type charges, or any other department charges.

IMAGE:

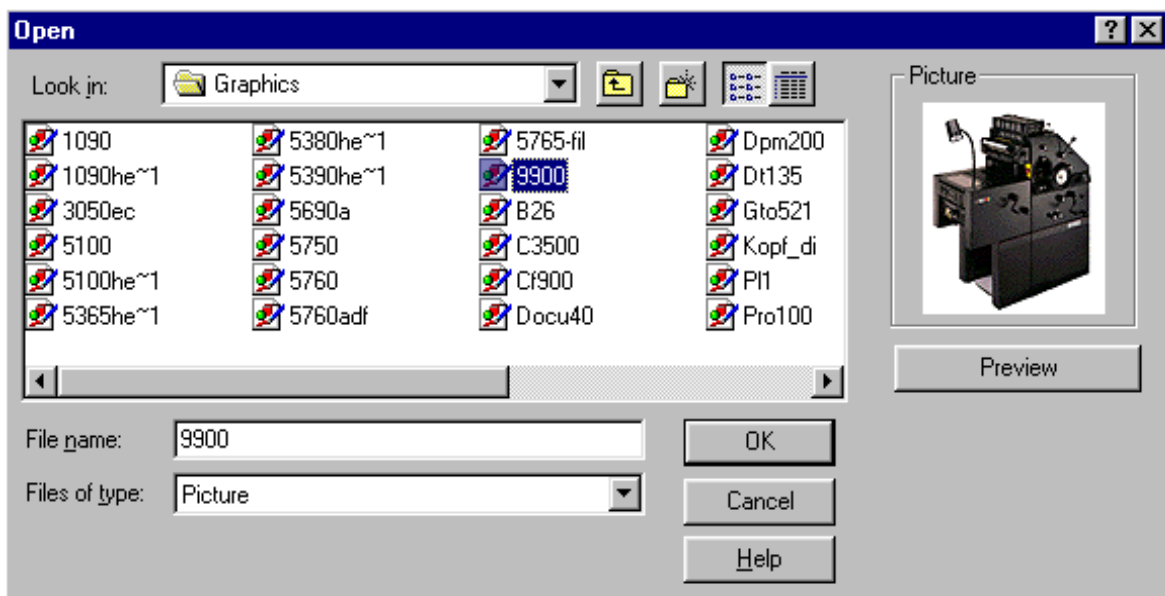
This button will allow you to select from a pre-loaded or custom designed library of standard bitmap images (*.BMP), an actual image/photo of each piece of press equipment. You can add your own images by downloading images for free over the internet and using your right click of the mouse to “Save the Image...” feature. Or you can scan in photos from magazines or brochures supplied by manufacturers, as well as storing electronic images from digital cameras. A digital camera would also allow you to include photos of your actual employee/operator. This image will print out on your Visual printLEADER work order ticket.

To change the image, click once on the “Image” button.



This will prompt you to select from what folder the image may be stored on your computer hard drive. Visual printLEADER has a subdirectory already named as “Graphics” where we have stored some previously stored images of some popular presses and copiers.

Double click on the folder named “Graphics”. The “Graphics” folder can contain all of your image file names. Select the one you wish to use and either double click on it, or click once on the image name and click on the “OK” button. This procedure will then insert that image into your specific press database for future reference.

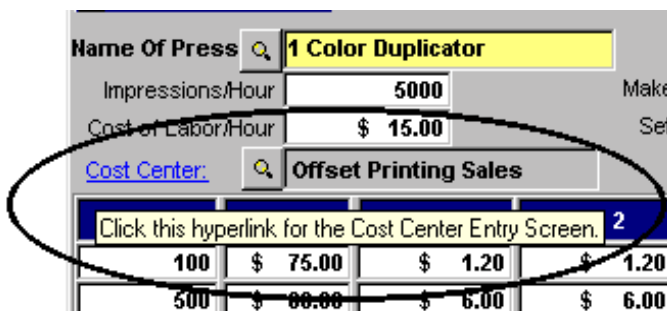


COST CENTER:

This is a required field that must be validated in order for your printing sales to be posted accordingly to your Accounts Receivable Chart of Accounts in the A/R Maintenance Module. Select from the browse list the appropriate cost center code. The Visual printLEADER Sales Summary Report will display and print out the sales dollars of this press, combined with all other presses. With or without our integrated General Ledger program, a Cost Center must be selected for proper sales reports.



Note: The “Cost Center” field is also a “hyperlink” data field. This means that if you would like to add a new “Cost Center” on the fly, you may do so (with proper security levels).

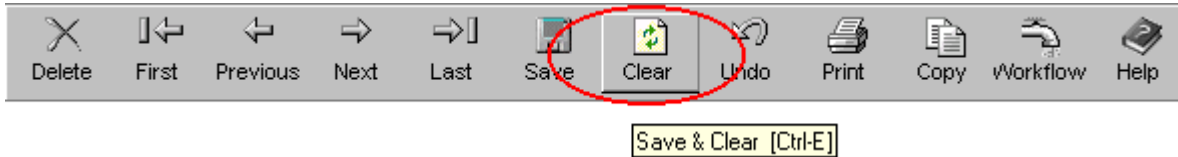


The next chapter will guide you in adding a new press. Once you have entered in the new press name and read the instructions, you will want to refer back to this chapter and use the “Modifying a Press” instructions to complete the data fields.

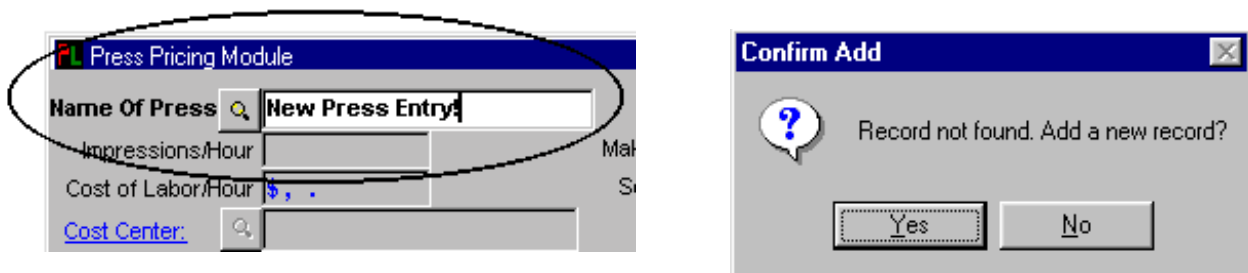
CHAPTER 3 – ADDING A NEW PRESS

To add a new press database to Visual printLEADER, it is first suggested that you browse the picklist to ensure that a press by that name does not already exist.

If you are certain that the press has not already been entered, then click once on the “Cancel” button. Or if you are certain that the press does not exist, and you want to exit the press you may be working on, then you may choose the command/icon “Clear” from your navigation/tool bar at the top of your screen. The “Clear” button, when “lit up”, will clear and save your current record and present you with a “blank” press data table for a new entry.



After typing the exact name of the new press, press <ENTER> at the end of the description. You will then be prompted that Visual printLEADER does not have a record by this name, and will advise you with a “Confirm Add” message. To begin entering data and pricing for this new press, click “Yes” or “No” to perform a different task .



Visual printLEADER will present the “Press Data” screen for the new press, with the highlighted cursor in the yellow “name” field. You will note that there are several data fields that are lit up in red. These are mandatory fields (also known as validation fields). These required fields are necessary for the software to perform its calculations based on your entries. All other fields will be blank or have zero values.

You have two options before continuing with the new database entry. The first option is to follow the instructions described earlier in this chapter in “Modifying a Press”. All data fields and pricing discussions have been previously described and should be referred to from this point on.

Press Pricing Module

Name Of Press: **New Press Entry!** Modified: **04/01/1998** # Colors/Pass: **1**

Impressions/Hour: **0** Make Ready (minutes): **0** Running Waste %: **0.00**

Cost of Labor/Hour: **\$ 0.00** Setup Waste Sheets: **0** BHC: **\$ 0.00**

Cost Center: **[Redacted]** Prod. Hours/Day: **0.00**

Quantity	Rate	Side 1	Side 2	Sheetsize?	Size Factor	Plate/\$	Retail
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 8.5 x 11	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 8.5 x 14	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 11 x 17	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> Envelopes	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 5.5 x 8.5	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 12.5 x 19	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 17 x 22	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 17.5 x 22.5	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 19 x 25	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 20 x 26	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 23 X 35	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 25 x 38	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/> 26 x 40	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>	0 %	\$ 0.00	\$ 0.00
0	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>	0 %	\$ 0.00	\$ 0.00

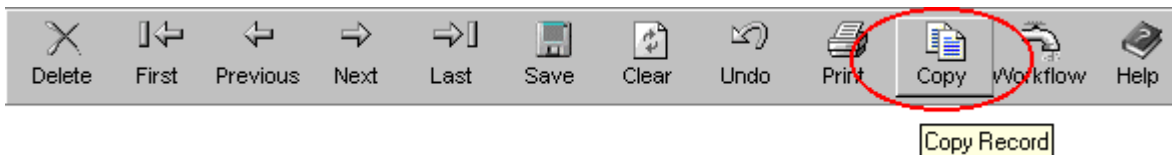
Difficulty: **1 Side 2 Sides**

Level 2 Inc: **0 % 0 %**

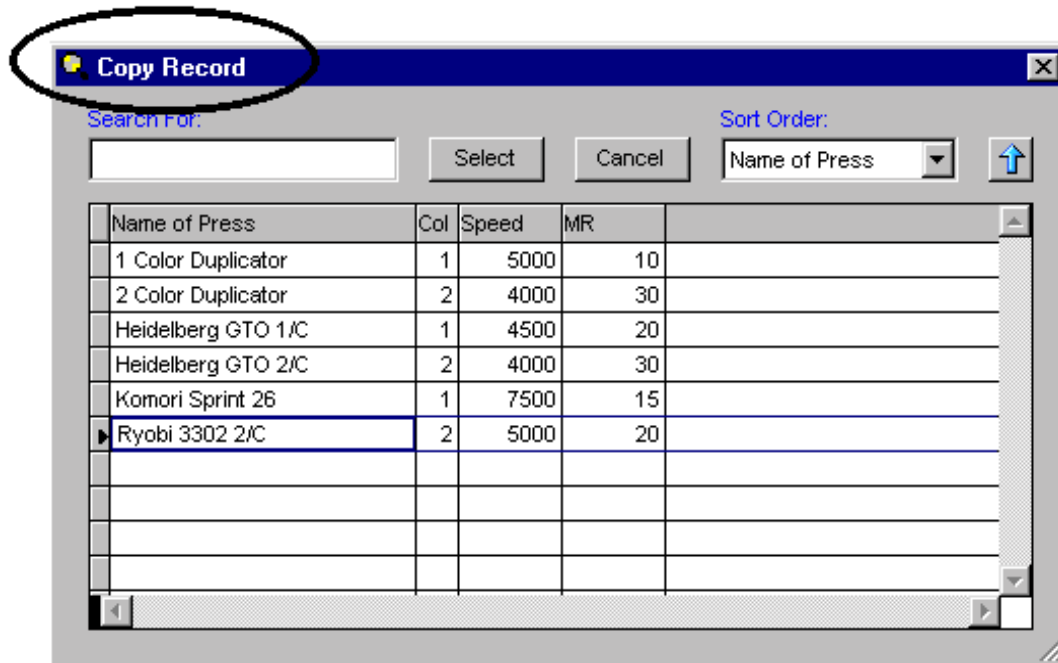
Level 3 Inc: **0 % 0 %**

Select Image

For a faster and more reliable method of adding a new press, you may want to use the “Copy” command/icon on your navigation/tool bar. The “Copy” command will allow you to select from your existing Press database another press and all of its respective databases and pricing, except for its name. This method will not only save you time, but should also allow you to create additional presses for your pricing strategies. By using the “Copy” command, you only have to make minor changes to the new press data tables to meet your needs.



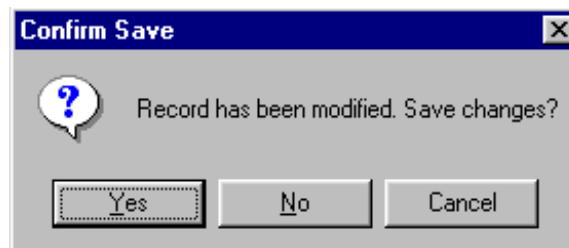
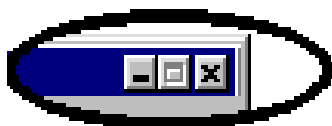
From your browse picklist, highlight and double click on the record you would like to “copy”.



Upon completion of copying the databases, you should begin using your mouse to modify just the fields that need to be adjusted for this new press. Please note that the “red” data fields are now “validated” indicating that this record is ready to be saved permanently to your computer hard drive for future use.

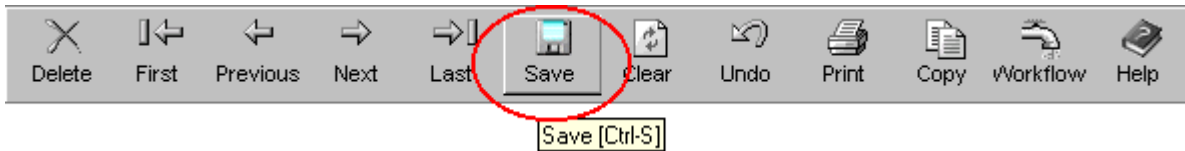
When all changes are complete, you have a few options to save your work. All of these methods will result with an on screen message advising you that the record has had changes made and if you would like to save your work, click on the “Yes” button.

The first way to exit and save your work on this new press is to click once on the “X” (Close) at the top right corner of the new press screen.

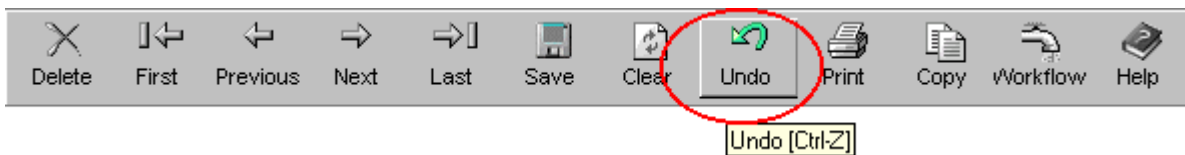


When the prompt appears to save changes, click once on “Yes”.

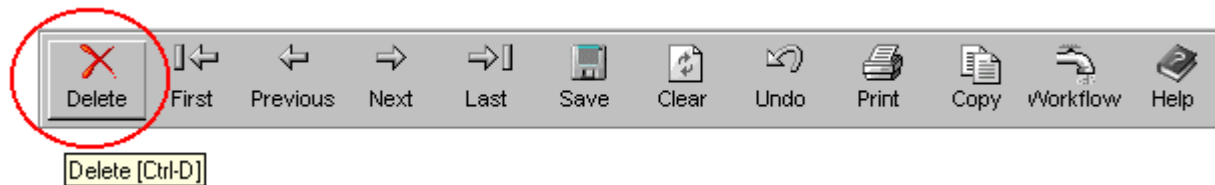
You will also receive this message if you use the “Save” command/icon as well as the “Clear” command/icon found also on your navigation/tool bar.



Should you realize that you made a mistake during the course of data entry, you may also want to use the “Undo” command to “unchange” modifications made to the data record, thus allowing you to re-key your proper data. Please be advised that the undo command will lose all data since your last “save” to the database.



If you just want to delete a specific press, then be sure that you first use the browse picklist, then click once on the “Delete” command/icon. Confirm that this is what you wish to do, and the record will be tagged as a deleted record and will remain on your hard drive until the next time you perform a database “Pack” command, available only to the system administrator. By deleting the record, it will no longer be viewable from any picklist.

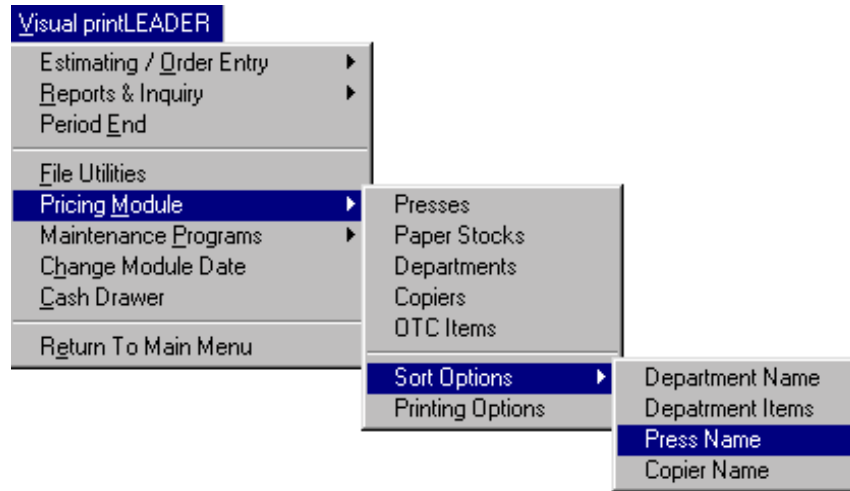


Please Note: Should you “delete” any record in the system by mistake, even though you may have also answered “Yes, Are you sure you want to delete this record”, you may still be able to recover that record using your File Utilities feature.

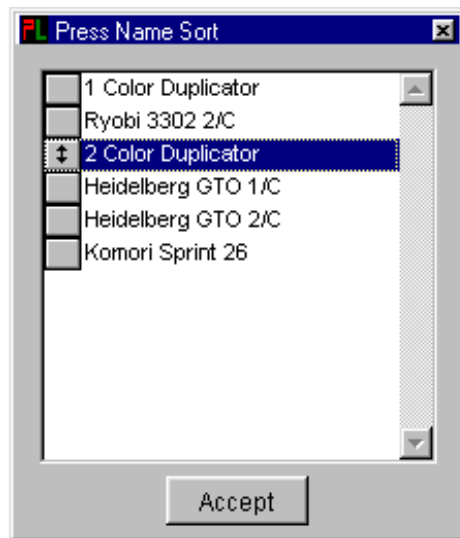
Records that are deleted in Visual printLEADER are “flagged” in the specific database where they are stored. These records can be “unflagged” in the File Utilities. It is strongly suggested that should the need arise to recover records, that you first call our tech support department to demonstrate how to perform this procedure.

CHAPTER 4 – SORTING PRESSES

You may wish to utilize this feature to structure the order of the press selection menu, so that your most common presses display at the top of the list.



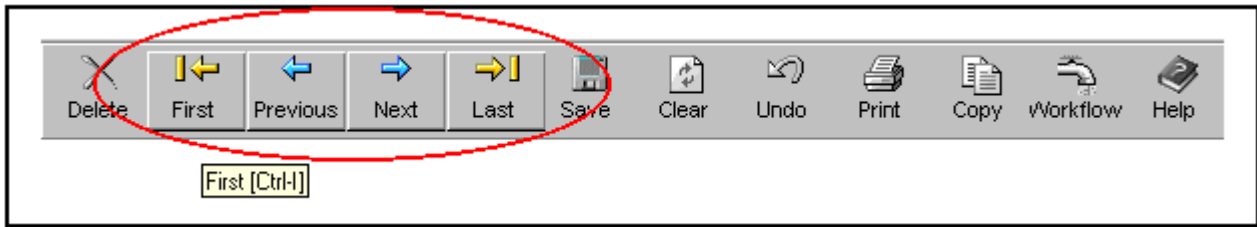
To sort presses in the order you wish them to appear in your picklists, click once on the Visual printLEADER option, then down to the “Sort Option” by Press.



Continue in the same manner until the list is in the order that is user friendly for your sales staff and your CSR's.

Once you have clicked on the “Press Name” option, just use your mouse and the up/down cursor to move your records into the order which best suits your needs. Click once on the “Accept” button to save your changes.

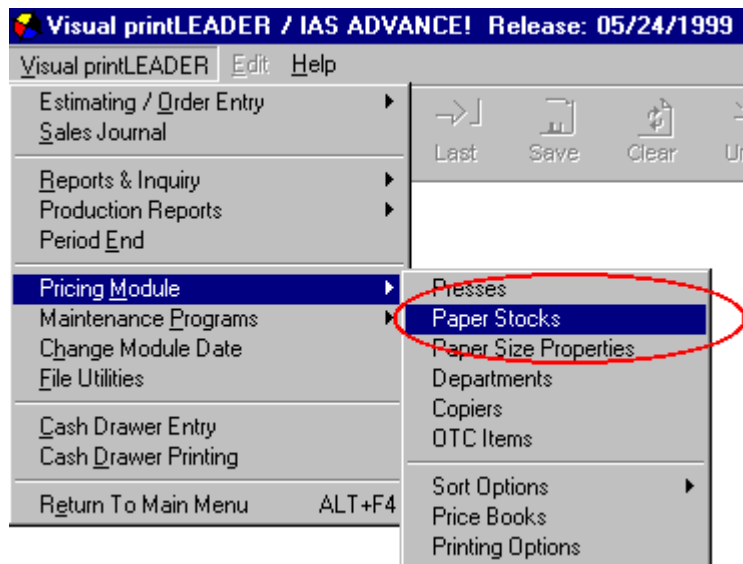
Using your navigation/tool bar, you may also use the “First”, “Previous”, “Next” and “Last” command/buttons to move about your press databases.



This concludes our section on creating and maintaining your Press pricing databases. If you are ever unsure about something, or feel you would like to speak with our tech support staff prior to entering your data, please call us toll free at (800) 752-4624 or e-mail us at info@printleader.com.

CHAPTER 5 – MODIFYING PAPER STOCKS

From the Visual printLEADER menu, scroll to “Pricing”, and click once on “Paper Stocks” option.



The program displays a blank data table. To select an existing paper stock, click once on the browse button and select a stock by either double clicking on it, or by clicking once on your selection, then clicking once on the “Select” button.



MODIFYING A PAPER STOCK

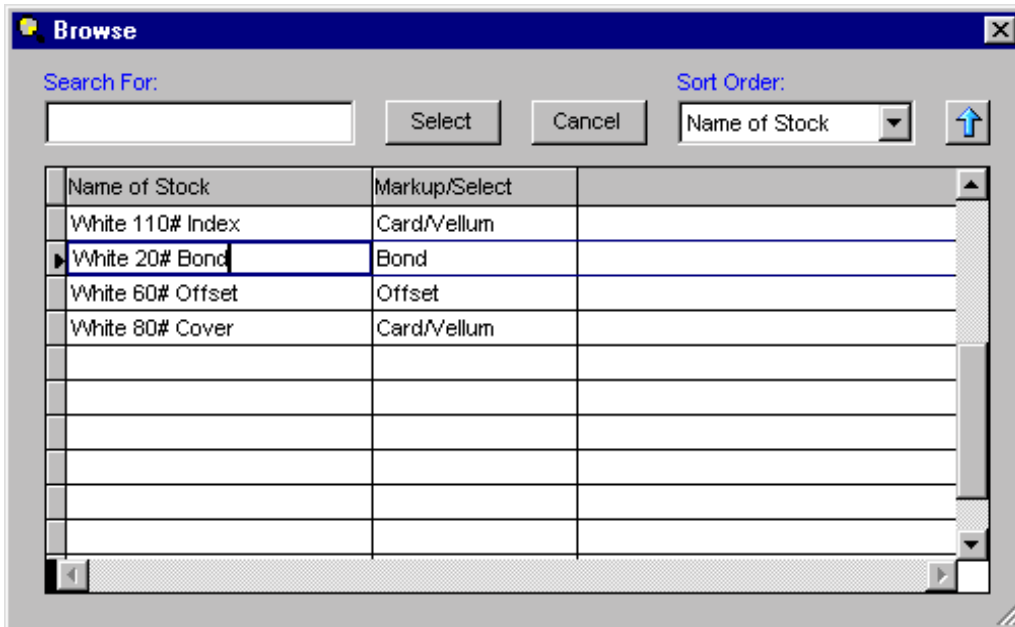
Visual printLEADER will allow you to enter an unlimited number of paper stock records. As you continue to increase the size of the picklist, you have a several options to quickly search for a specific paper name.

The first is to use your mouse and move the “elevator bar” up and down. Or you may click on the up or down arrows. You also have the ability to resize the browse screen, using the little “tick” mark at the lower right corner of any browse screen. If you are accustomed to typing in the name, then activate the “Search” field and begin typing in the paper stock name. As you begin typing, you’ll see the search engine point directly to your record.

You may also “group” your papers by their respective category. Click once on the “Sort” feature and select the “Markup/Select” field. This will then group your entire paper list by Bonds, Card Stock, Envelopes, Coated, etc.

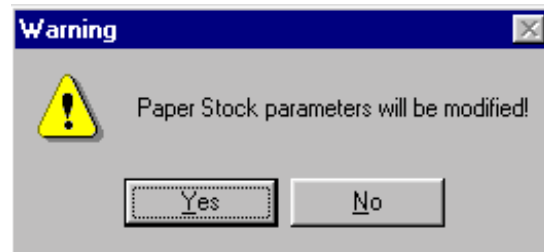
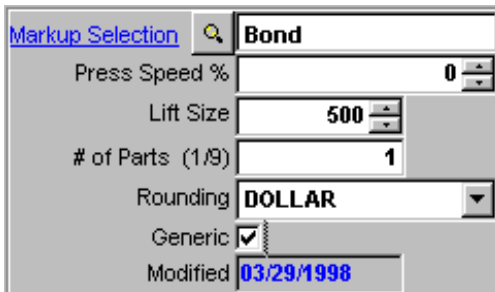
Another feature is to click on the “Reverse Order” arrow/icon. This will quickly sort the list from first to last, or last to first.

From the Paper Stock picklist select the sample of “White 20# Bond” and double click it.



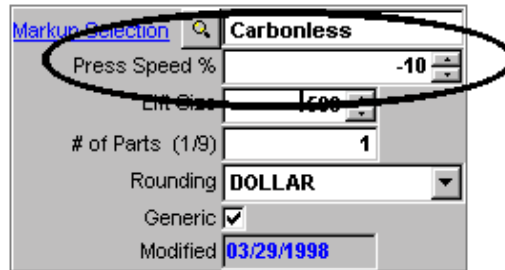
The program displays the “Stock Data” screen for the selected paper, with its name highlighted in the upper right corner. Shown are all of the paper stock data fields the software uses in calculating quotes and orders.

Using your mouse you may browse the “Markup Selection” picklist. This will allow you to choose from a user defined list of categories that will contain your pre-set quantity settings, markup factors, waste factors for printing 1 and 2 sided jobs, and an increment setting for price books. If you would like to add a new Markup Selection to your master database files, you can use the hyperlink feature. This procedure should only be performed by the master password holder.



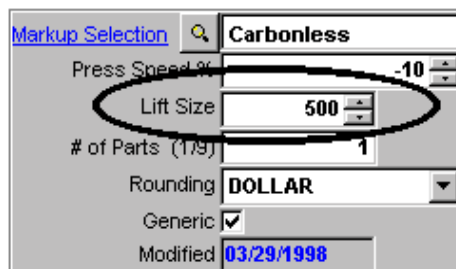
Any time you wish to modify the Markup Selection, you will be prompted with a message that will advise you that your paper parameters are about to be changed. If you want these changes to take effect, click on “Yes”.

Press Speed %: This field will allow you to slow down (or speed up) a paper stock on any selected press. This feature is most commonly used for more difficult stocks such as carbonless, heavy card stocks, coated stocks. The percent factor will calculate the final press speed upon your selection of a press. For example, a paper stock that has a –20% press speed factor, will take a press that has been set at 5,000 impressions per hour, to then run at 4,000 impressions per hour. The press speed will be calculated automatically whenever you create a new quote or an order and will be displayed on screen as well as print out on your work order ticket.

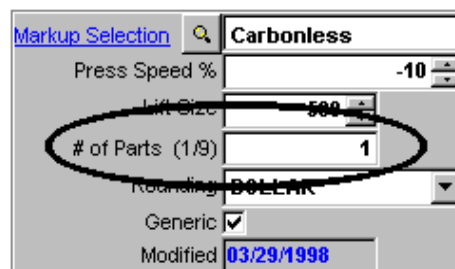


In order to modify the press speed factor, click on the up or down “spinner”. To properly set the press speed to slow down, please make sure that the factor displays as a negative number.

Lift Size: Enter in or modify the number of sheets per lift of the current paper. Using your mouse, just click on the up or down spinner to modify the field.



of Parts: Unless it is a carbonless paper stock entry, be sure to leave the default setting to 1. (i.e. 3-part carbonless stock is entered as “# of Parts” = 3)



Rounding: Specify the amount you wish the software to round up the pricing calculation of the current stock in a transaction. This rounding will only affect the total price of your printing impressions charges, cost of paper and its respective markup. If you add any additional department functions that have any waste factors (i.e. Folding), it is possible that the subtotal will not be rounded up to your selection.

Modified: Visual printLEADER informs you with the date stamp the current stock record was last modified. To determine who the actual user ID was may be researched in the System Manager module, utilizing the Activity Log Browser.

The screenshot shows a 'Markup Selection' dialog box for 'Carbonless' paper. The fields are: Press Speed % (-10), Lift Size (500), # of Parts (1/9) (1), Rounding (DOLLAR), and Modified (03/29/1998). The 'Modified' field is circled in red.

Markup Data Fields: Modify any of the figures for the default values shown in the Markup table for this one specific paper stock. Changes made in this area will not overwrite your master markup/waste features. They will only be used in calculations for quotes and orders for this one stock.

Quantity	M/U%	Side 1	Side 2	Increm
100	100%	5%	3%	50
500	100%	4%	2%	100
1,000	100%	3%	1%	500
5,000	85%	2%	1%	1,000
10,000	80%	1%	1%	

Quantity: Each of the blue field names has its own tool tip description. The “Quantity” field column allows you to enter in up to five different user defined quantity run length settings for this type of paper. Usually these settings start at lower/short run lengths to mid-size runs then to your average long runs.

To the right of these quantity fields are their respective markup percentage factors for those run lengths, followed by waste percentage factors for printing on Side 1 and Side 2 and then a price book increment setting.

M/U %: These are the Markup percentage factors that are used to calculate quotes and orders. The markup factors are programmed to gradually slope the percentage factors down as opposed to a step markup method. This allows for a more competitive pricing strategy.

Side 1, Side 2: These two columns represent the respective paper waste percentage factors for both the Side 1 calculations in quote and orders as well as Side 2. These factors are over and above the press start waste sheets and the press running percent factors. Paper waste factors will be calculated on the base impressions quantity of a given order, plus start sheets, plus the press running waste factor. These factors should carefully be weighed as to how high or low your quotes and orders should be calculated. When you become more proficient with the software, you will be able to determine when and if these waste factors are accurate enough for running your business and capturing true costs of paper waste.

Note: *It is important to understand that your customer’s price will include all combined waste factors for your paper stock. The total number of sheets that the software calculates as its waste, will be marked in addition to the base quantity number of sheets the job requires.*

Sheetsizes/ Paper Width x Length /Cost per M: For each paper stock record you add or modify to the software, you must also enter in your cost per M for each sheet size that the paper is available to select from in the browse pick list.

Sheetsize?	Width		Length	Cost / M
8.5 x 11	8.5000	x	11.0000	\$ 5.00
8.5 x 14	8.5000	x	14.0000	\$ 7.50
11 x 17	11.0000	x	17.0000	\$ 10.00
Envelopes	0.0000	x	0.0000	\$ 0.00
5.5 x 8.5	5.5000	x	8.5000	\$ 3.00
12.5 x 19	12.5000	x	19.0000	\$ 24.00
17 x 22	17.0000	x	22.0000	\$ 48.00
17.5 x 22.5	17.5000	x	22.5000	\$ 50.00
19 x 25	0.0000	x	0.0000	\$ 0.00
20 x 26	0.0000	x	0.0000	\$ 0.00
23 X 35	0.0000	x	0.0000	\$ 0.00
25 x 38	0.0000	x	0.0000	\$ 0.00
26 x 40	0.0000	x	0.0000	\$ 0.00
	0.0000	x	0.0000	\$ 0.00
	0.0000	x	0.0000	\$ 0.00
	0.0000	x	0.0000	\$ 0.00

In addition to the cost field, you must also enter in the actual paper width by length data. The Width and Length data fields are used to physically calculate our parent sheet calculator to assist in determining the correct number of face cuts per lift and the correct number of required parent sheets, press run sheets and final customer quantity sheets.

Note: *The field description labeled “Sheetsize” is an alpha/numeric user defined entry and is controlled and maintained system wide in the Press module. These paper descriptions can then have a true width by length data entry. (i.e. You could have a sheetsize named “Legal”. The width by length fields would then contain 8.5 x 14 as its actual size to be used for cutting purposes. If you wanted to create an order using that Legal size paper size of 8.5 x 14, you would then have the option in Visual printLEADER to make that sheetsize a “parent” sheet, and enter into the order that the finished size is 8.5 x 7. Visual printLEADER would then calculate the correct number of sheets and cuts for that order).*

Other scenarios could be for customers who wish to enter in a paper description named “Business Cards”. This would allow you to then enter in a pre-cut business card stock size of 5.5 x 8.5 or 3.5 x 8.5. Then using our parent feature for that size, you could then type in 2 x 3.5 and Visual printLEADER will calculate the number of sheets and cutting charges.

Australian Customers Please Note: *This feature will allow you to enter your A2, A3, A4, A5 sheet sizes as a user-friendly description. Then, for example, your A4 sheet size name, would carry a true Width by Length data field entry of 210 x 297. Even though you will not use the decimals (required for USA/Canada/Latin America inch system), the field is 4 characters wide to accommodate the larger A2 sheet sizes where 4 numeric spaces are required.*

USA/Canadian/Latin American Customers Please Note: *Although most of your Width by Length entries will most likely be in whole and half inch entries, when and if you need to enter a press or finished sheet size that entails a half, quarter, and/or eighth of an inch, please enter those as follows;*

$$8 \frac{1}{2} = 8.5000$$

$$8 \frac{1}{4} = 8.0250$$

$$8 \frac{1}{8} = 8.0125$$

Note: *There must be a “Cost/M” entered for a given size to make that size of the current paper available for a quote/order, or to appear on the program’s printed price lists.*

If a “Cost/M” is not entered in the Stock Data screen for the size of a paper selected when estimating or invoicing a transaction, or printing the software’s price list, that paper size will not be available. When you use the Visual printLEADER quote/order entry module, all sheet sizes will be displayed to screen, but only those that are available will have a “bullet” next to it, indicating that this paper is in fact available in that respective size. Since the picklist will store up to 16 different paper sizes, you may need to use your mouse to scroll up and down the list.

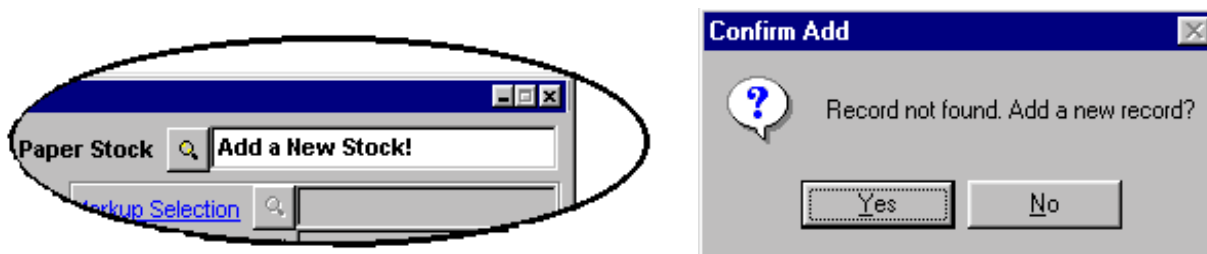
CHAPTER 6 – ADDING A NEW PAPER STOCK

To add a new paper stock database to Visual printLEADER, it is first suggested that you browse the picklist to ensure that a stock by that name does not already exist.

Note: When naming paper stocks, it is strongly suggested to design a consistent lookup system that all members of your staff will find to be user friendly. For example, naming all the offset papers beginning with the word ‘Offset’ followed by the weight and color (Offset 60# White), would allow you to move quickly to the letter “O” section of the list for easy selection of the specific paper desired. If you like referring to your papers by their weight factor first, then enter them as “60# White Offset” or “60# Offset White”. You also have the option to name the stock starting with a brand name such as “Gilbert 25% Rag Bond”, “Hammermill Blue”, etc. There are pros and cons to any method. By entering the paper names with weight first, can create a lengthier lookup list due to the many stocks that fall into a given weight factor. Same holds true for a brand name.

Note: *It is strongly suggested that once you have entered your paper stocks, it is a good idea not to re-name the record. Once you begin creating quotes and orders, this record name is stored permanently on your hard drive for future reference from our archive files. Attempts to re-order an old invoice that contains data that is no longer valid will force you to re-select a new paper.*

Begin typing the exact name of the new paper and press <ENTER> at the end of the description. You will then be prompted that Visual printLEADER does not have a record by this name, and will advise you with a “Confirm Add” message. To begin entering data and pricing for this new paper, click “Yes” or “No” to perform a different task .



Visual printLEADER will present the “Paper Data” screen for the new record, with the highlighted cursor in the “Markup Selection” field. All other fields will either be blank or have zero values.

Click on the browse button to select the “Markup Selection”. Make your selection of the category, and select “Yes” to acknowledge that your paper parameters will be modified. By doing so, please note that all of the Quantity settings, Markup percent factors, Waste Factors and increment settings will populate automatically.

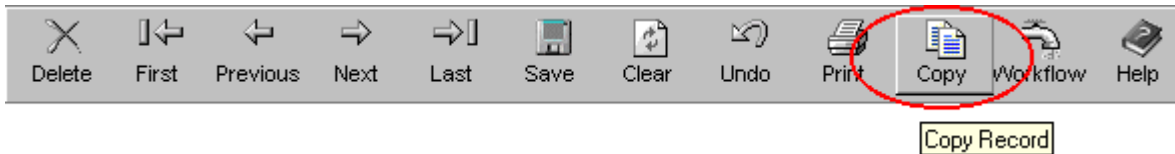
Select any Press Speed factors that may apply, assign a lift size setting, if other than a carbonless paper stock leave the #of Parts setting at 1, select any Rounding factor, and click if the paper stock is to be Generic.

Enter in your size factors and your costs per M to the sizes that you will make available to the system.

When you are finished, click the “X” button to save your changes.

ADDING A NEW PAPER STOCK USING THE COPY COMMAND

Using the Copy command/icon on your navigation/tool bar may be an even easier, faster and more reliable method for adding a new paper stock. The “Copy” command will, in effect, allow you to select from your existing Paper database another paper and all of its respective databases and pricing, except for its name. By using the “Copy” command, you only have to make minor changes to the new paper data tables to meet your needs.



From your browse picklist, highlight and double click on the record you would like to “copy”. Upon selecting another paper stock, please note that the new record will now contain all of the same data fields from the record you instructed it to copy from.

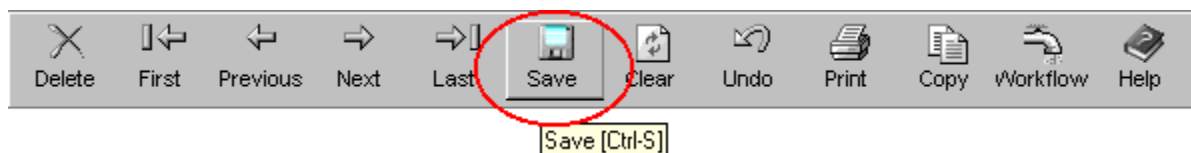
This will prove to be a very useful feature in adding a lot of new paper stocks to your database. Just enter your prices per thousand if all other fields are acceptable.

When all changes are complete, you have a few options to save your work. All of these methods will result in an on screen message advising you that the record has had changes made and if you would like to save your work, click on the “Yes” button.

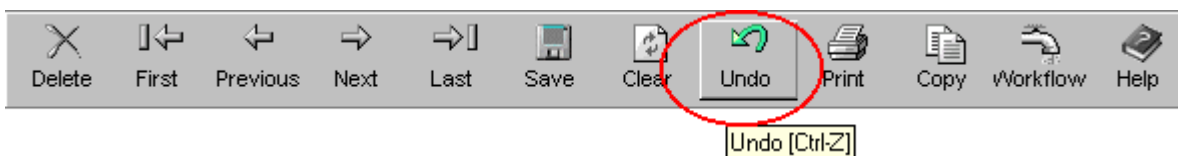
The first way to exit and save your work on this new press is to click once on the “X” (Close) at the top right corner of the new paper stock screen.

When the prompt appears to save changes, click once on “Yes”.

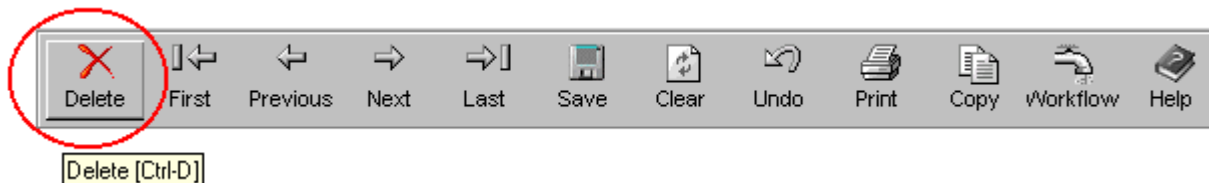
You will also receive this message if you use the “Save” command/icon as well as the “Add” command/button found also on your navigation/tool bar.



Should you realize that you made a mistake during the course of data entry, you may also want to use the “Undo” command to “unchange” modifications made to the data record, thus allowing you to re-key your proper data. Please be advised that the undo command will lose all data since your last “save” to the database.



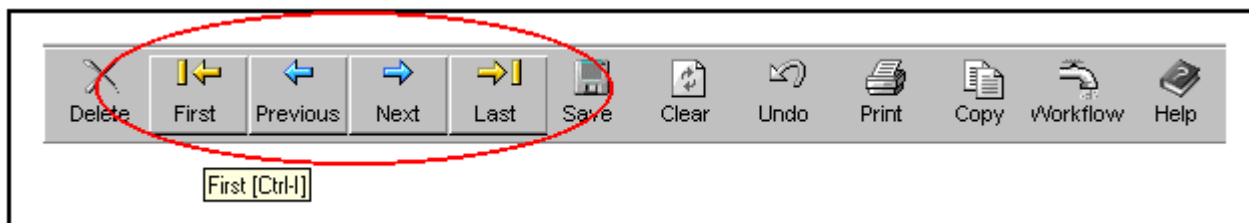
If you just want to delete a specific paper, then be sure that you first use the browse picklist, then click once on the “Delete” command/icon. Confirm that this is what you wish to do, and the record will be tagged as a deleted record and will remain on your hard drive until the next time you perform a database “Pack” command, available only to the system administrator. By deleting the record, it will no longer be viewable from any picklist.



Please Note: Should you “delete” any record in the system by mistake, even though you may have also answered “Yes, Are you sure you want to delete this record”, you may still be able to recover that record using your File Utilities feature.

Records that are deleted in Visual printLEADER are “flagged” in the specific database where they are stored. These records can be “unflagged” in the File Utilities. It is strongly suggested that should the need arise to recover records, that you first call our tech support department to demonstrate how to perform this procedure.

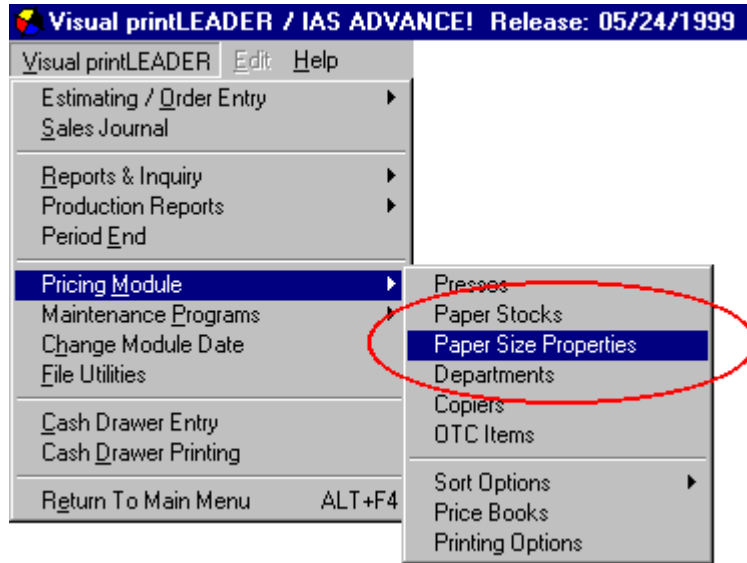
Using your navigation/tool bar, you may also use the “First”, “Previous”, “Next” and “Last” command/buttons to move about your Paper Stock databases.



This concludes our section on creating and maintaining your Paper Stock pricing databases. If you are ever unsure about something, or feel you would like to speak with our tech support staff prior to entering your data, please call us toll free at (800) 752-4624 or e-mail us at info@printleader.com.

PAPER SIZE PROPERTIES

The Paper Size Properties feature allows you to create and maintain up to 16 user defined sheet sizes for your business.

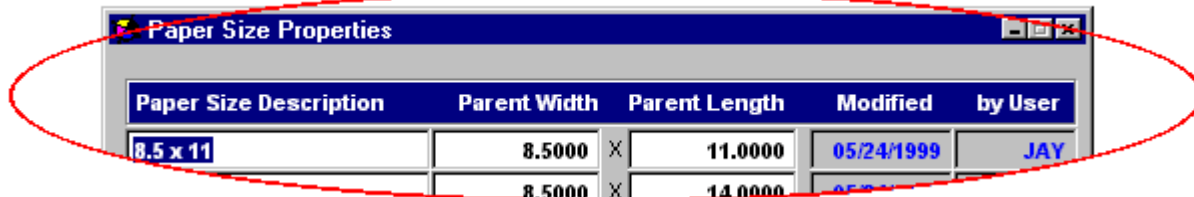


From your Visual printLEADER menu, scroll to Pricing Module, then click once on Paper Size Properties.

The screen will appear as follows:

Paper Size Description	Parent Width	Parent Length	Modified	by User
8.5 x 11	8.5000	X 11.0000	05/24/1999	JAY
8.5 x 14	8.5000	X 14.0000	05/24/1999	JAY
11 x 17	11.0000	X 17.0000	05/24/1999	JAY
Envelopes	4.0000	X 9.0000	05/24/1999	JAY
5.5 x 8.5	5.5000	X 8.5000	05/24/1999	JAY
12.5 x 19	12.5000	X 19.0000	05/24/1999	JAY
17 x 22	17.0000	X 22.0000	05/24/1999	JAY
17.5 x 22.5	17.5000	X 22.5000	05/24/1999	JAY
19 x 25	19.0000	X 25.0000	05/24/1999	JAY
20 x 26	20.0000	X 26.0000	05/24/1999	JAY
23 X 35	23.0000	X 35.0000	05/24/1999	JAY
25 x 38	25.0000	X 38.0000	05/24/1999	JAY
26 x 40	26.0000	X 40.0000	05/24/1999	JAY
Catalog Envelop	0.0000	X 0.0000	05/24/1999	JAY
25.5 x 30.5	25.5000	X 30.5000	05/24/1999	JAY
Business Cards	3.5000	X 8.5000	06/04/1999	JAY

The software is shipped with some common industry standard paper sizes, but it is up to the end user to either modify, delete and edit these fields.



The “Paper Size Description” field is an edited field that is entered and maintained by the end user. Its purpose is more of a “label” or reference of the actual sheet size that is used in Estimating and Order Entry. This description will print out on all Estimate/Quote letters, Order Confirmation sheets, Work Order tickets, and Invoices.

The “Parent Width” and “Parent Length” fields are used as actual calculation fields when using the Estimating/Order Entry module. These entries must correspond to your Paper Size Descriptions for proper calculations.

The Modified field will display the most recent date of your changes to each size, followed by the User ID of the person who made the changes.

It should be noted that you do not have to enter in every single sheet size in order to take advantage of the Paper Size Properties option.

For example: One of your entries may be a field description named “Catalog Envelopes”. There are several different sizes of catalog envelopes. But it is not necessary to use up several paper sizes for each known catalog envelope. By entering in “Catalog Envelope” as a size, you can either enter in a common size (IE: 10 x 13) or leave it blank as a 0 x 0 entry.

When you enter in the actual paper databases of your various catalog envelopes, we suggest that you make separate entries for each size. IE: 9 x 12 White 28#, 10 x 13 White 28#, etc. Each of these entries will have its own cost per M, and its own Parent Width x Parent Length.

In order to enter in the actual size of the envelope, simply unclick the check mark next to the Paper Size Description, and enter in your paper size.

This same principal would also apply for maintaining databases for announcement cards and matching envelopes. As a suggestion enter in a Paper Size Description named Announcement Cards. When you add your different paper stocks for various announcement cards, you can then enter in 5 Bar, 6 Bar etc as the name of the papers. When you get to the Paper Size Description, take away the check mark for the default paper size, and enter in you’re actual size of the announcement card. As another suggestion, if you have a default paper size named “Envelope” you can take away the checkmark from the default, and enter in your actual matching announcement envelope size in the same database screen.

Examples of custom defined paper sizes:

Paper Stock Pricing

Sheetsize ?	Width	Length	Cost / M
8.5 x 11	8.5000	11.0000	0.00
8.5 x 14	8.5000	14.0000	0.00
11 x 17	11.0000	17.0000	0.00
Envelopes	4.0000	9.0000	0.00
5.5 x 8.5	5.5000	8.5000	0.00
12.5 x 19	12.5000	19.0000	0.00
17 x 22	17.0000	22.0000	0.00
17.5 x 22.5	17.5000	22.5000	0.00
19 x 25			
20 x 26			
23 X 35			
25 x 38			
26 x 40	26.0000	40.0000	0.00
Catalog Envelop	10.0000	13.0000	40.00
23.5 x 30.5	23.5000	30.5000	0.00
Business Cards	3.5000	8.5000	0.00

1 - Uncheck the size box
2 - Enter in actual paper size
3 - Enter cost per M

Paper Stock 10 x 13 White 28# Catalog Env.

Markup Selection Envelopes

Press Speed % 0
 Lift Size 0
 # of Parts (1/9) 1
 Rounding 50 CENTS
 Generic
 Modified 07/05/1999

Reset Parent Sizes

Quantity	MU%	Side 1	Side 2	Increment
500	100%	4%	3%	500
1,000	90%	4%	3%	500
2,500	80%	3%	2%	500
5,000	80%	3%	2%	1,000
10,000	70%	1%	1%	

Paper Size Properties

Paper Size Description	Parent Width	Parent Length	Modified	by User
8.5 x 11	8.5000	11.0000	05/24/1999	JAY
8.5 x 14	8.5000	14.0000	05/24/1999	JAY
11 x 17	11.0000	17.0000	05/24/1999	JAY
Envelopes	4.0000	9.0000	05/24/1999	JAY
5.5 x 8.5	5.5000	8.5000	05/24/1999	JAY
12.5 x 19	12.5000	19.0000	05/24/1999	JAY
17 x 22	17.0000	22.0000	05/24/1999	JAY
17.5 x 22.5	17.5000	22.5000	05/24/1999	JAY
19 x 25				
20 x 26				
23 X 35				
25 x 38				
26 x 40	26.0000	40.0000	05/24/1999	JAY
Catalog Envelop	10.0000	13.0000	05/24/1999	JAY
Announcements	0.0000	0.0000	05/24/1999	JAY
Business Cards	3.5000	8.5000	06/04/1999	JAY

Paper Stock Pricing

Sheetsize ?	Width	Length	Cost / M
8.5 x 11	0.0000	0.0000	0.00
8.5 x 14	0.0000	0.0000	0.00
11 x 17	0.0000	0.0000	0.00
Envelopes	4.5000	5.7500	50.00
5.5 x 8.5	0.0000	0.0000	0.00
12.5 x 19	0.0000	0.0000	0.00
17 x 22	0.0000	0.0000	0.00
17.5 x 22.5	0.0000	0.0000	0.00
19 x 25			
20 x 26			
23 X 35			
25 x 38			
26 x 40	26.0000	40.0000	0.00
Announcements	4.2500	5.5000	30.00
Business Cards	0.0000	0.0000	0.00

Paper Stock 5 Bar Linen Announcements

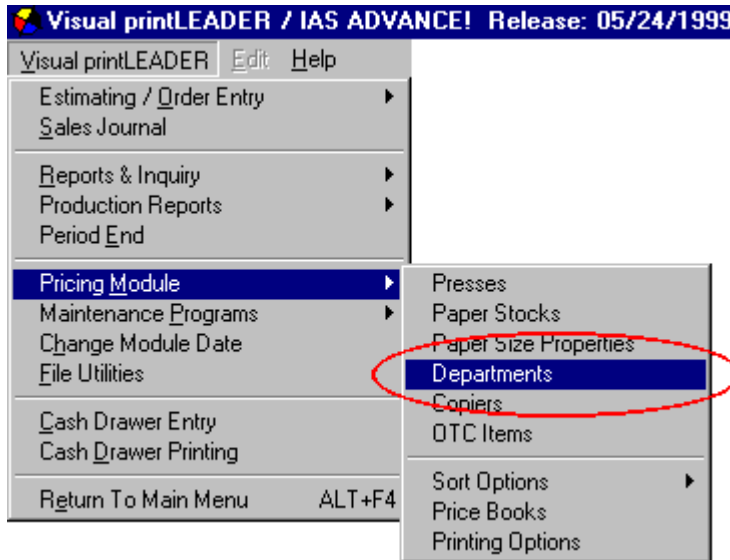
Markup Selection Laid/Linen 24#

Press Speed % -5
 Lift Size 500
 # of Parts (1/9) 1
 Rounding 50 CENTS

Quantity	MU%	Side 1	Side 2	Increment
500	100%	4%	3%	500
1,000	90%	4%	3%	500
2,500	80%	3%	2%	500
5,000	80%	3%	2%	1,000
10,000	70%	1%	1%	

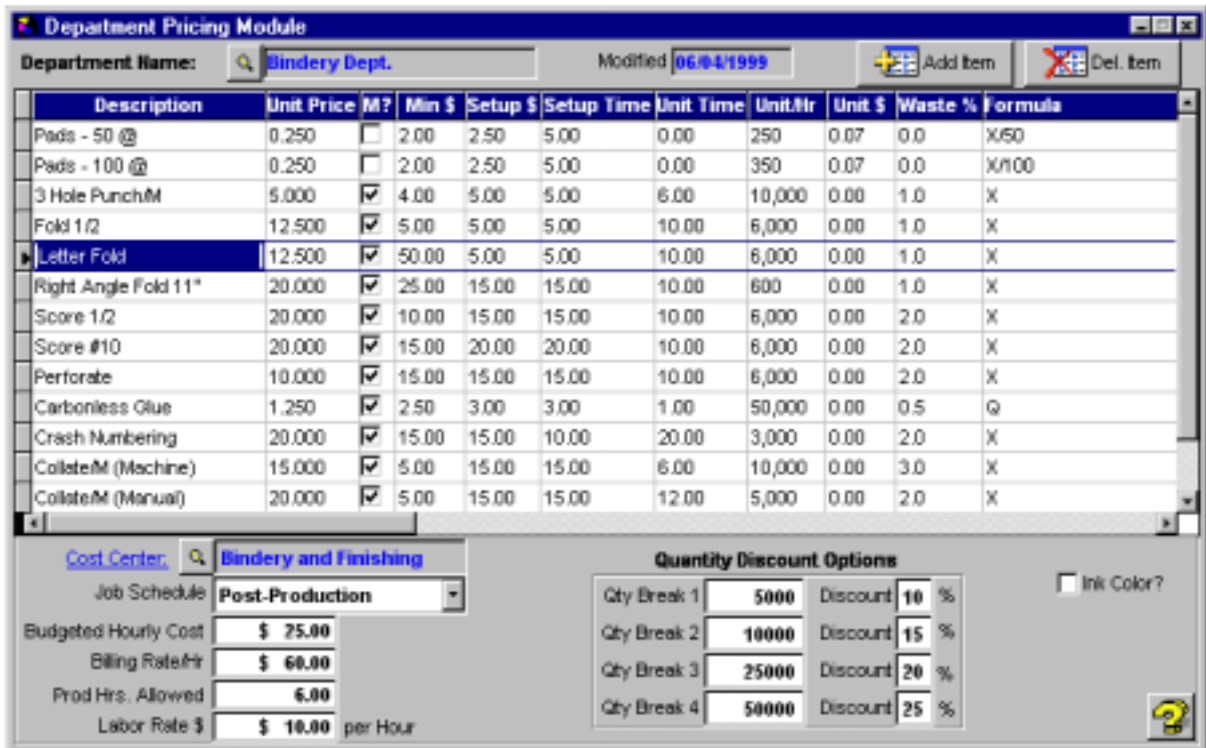
CHAPTER 7 – MODIFYING A DEPARTMENT

From the Visual printLEADER menu, scroll to “Pricing”, and click once on “Departments” option.



The program displays a blank data table. To select an existing department, click once on the browse button and select a department by either double clicking on it, or by clicking once on your selection, then clicking once on the “Select” button.

For tutorial purposes please select “Bindery Department”.



The program displays the respective data screen for the selected department.

The blue heading represents that various data fields that contain descriptions and pricing factors used in creating and maintaining quotes and orders.

Description: The description field displays the operation or function you will store in the respective department database. It is user defined and Visual printLEADER allows for an unlimited number of line items in any department. Each line item description will be printed out on your work order ticket automatically. You also will have the option to print out department functions on Quote letters and Invoices.

Unit Price: The unit price column is used to store how much money you want to charge your customer for the specific function. The unit price can store whole dollar entries as well as decimals.

Per M?: The Per M? column must be used if your unit price is to be calculated as a price per thousand. Using your mouse, just click the box to display a check mark next to the specific function. Using the Bindery Department as an example, please note that operations such as “Folding, Scoring, Numbering, are programmed to calculate their Unit Prices as Prices per M. Other sample operations such as Pads of 100, and Stapling do not have a check mark, indicating that these functions are to be calculated as a Price per Unit. Common mistakes in estimating occur when you forget to use the checkmark on a function such as Folding. If you enter in a price of \$10 as your Unit Price, and you do not tell the software that it is a Price per M, then an estimate of 1,000 Flyers folded at \$10 per unit would result in a retail folding charge of \$10,000 (ten thousand dollars). By checking off the Price M column for Folding, then the software knows to charge not \$10 per every sheet folded, but \$10 for every thousand sheets folded.

Min. \$: You have the option of establishing a Minimum price for each function. This amount will be factored into a quote/order only if the total of the unit price and/or the setup fee do not equal or exceed your user defined Minimum charge.

Setup \$: The Setup charge column can be used to add a onetime charge to the function. This will be added to the unit price of a department function.

Setup Time: Enter in the estimated setup production time allowed (based on your internal standards) for the specific line item.

Unit Time: Enter in the approximate time it takes to produce the specific function described. If the function is a price per unit, enter the unit time. If the function is entered in as a price per thousand, enter in the Unit Time based on how long it takes to produce the thousand units. (I.E. If your folding machine folds at 6,000 pieces per hour, then the correct entry for the unit time would be 10 minutes). The unit time information is used for work orders and work in process reports to assist in determining the amount of time allotted for each function.

Units/Hour: Enter in the number of units per hour that fits your internal production standards. If it takes 20 minutes to strip and burn a metal plate, then the number of units per hour would equal three. If it takes ten minutes to fold a thousand sheets of paper, then the total number of sheets per hour it folds would be 6,000.

Unit \$: Enter in a material cost per unit where applicable. Functions that are labor intensive only (folding, numbering, collating) should not have any information. Functions such as GBC Binding (\$.25 per spine), Metal Plates (\$ 3.00 per plate), should have entries. This information is used in calculating profit/loss for your quote/order entry system.

Waste %: Enter in a waste factor where applicable. It is suggested to only enter in a waste factor for those functions that are entered in as per M operations. This waste percent factor will add additional paper waste over and above the calculated paper waste of your press starts, running waste, and side 1 and side 2 paper waste.

Formula: Change the pre-defined formula, or create a new one for your specific operations. The Visual printLEADER default departments already contain some pre-defined mathematical formulas for the majority of the individual line item functions. These pre-defined formulas allow you and your CSR's to easily select various department functions during the course of creating quotes and orders and simply click on the "Use Formula" button to properly calculate the amount of time and money to charge for each operation selected. If you are interested in creating or modifying any of the formulas, you can click once on the yellow question mark icon located at the lower right corner. This will display to screen the actual meanings of the various formula calculations.



Most of the demo data already contains pre-defined formulas. It is suggested that before you create or modify formulas, please review the ones that are shipped with Visual printLEADER.

The main purpose of having pre-defined formulas in your departments is to alleviate your CSR's and sales staff from having to think about any additional mathematical tasks and skills in estimating and order entry. By having formulas, all you have to do at time of order entry or estimating is click on just one button to charge for any selected department item(s).



Proper use of the formulas and the formula button, will save you a considerable amount time and surely increase your profits due to lost and forgotten charges. In addition the formulas will automatically add any set-up charges and/or minimum charges to each function you select. Other included features are automatic changes made in quantity settings, as well as using the Visual printLEADER "Upsell" Multiple Quantity feature. As orders increase in quantity, Visual printLEADER also allows for up to four more quantity discounts for department functions. Using pre-defined formulas provides you the assurance of being more competitive as well as being more accurate.

For basic math formulas, you can use the plus [+] symbol, the minus [-] symbol, the asterisk [*] symbol for multiplication purposes, and the forward slash symbol (it's the slash under the question mark symbol on your keyboard) [/] for dividing. You may create/modify formulas using a combination of math symbols and letters to create your formula calculations.

[Q] = **Quantity:** The letter [Q] can be used in a formula to represent and calculate the finished quantity of an order. Examples of where the Q formula would be used in your departments would

be for Stapling, Crash Numbering, GBC Binding, and automatic Booklet making. Let's take a job where the specs call for 1,000 sets of 10 lots printed 1 side black ink, offset, and 1/8" GBC bound. Aside from your collating charges (which would be the letter X to take the total quantity multiplied by the number of lots $1,000 \times 10 = 10,000$ sheets collated), the GBC formula would be the letter Q to take your customer quantity (1,000) and charge whatever unit price you have established in your department function. Other examples would also include Tape Binding, and Velo Binding. The letter Q would also be used for stapling functions. If the same job described was being collated and stapled, the formula for the stapling charges would be Q because the job calls for 1,000 sets stapled. But the collating charges would not be correct if the letter Q was used because it's a total of 10,000 sheets being collated.

[L] = Lots: The [L] for Lots is used in formulas to help calculate the correct number of originals or lots in a specific order. Common uses of the L formula would be in typesetting, and copy services departments. The L formula can also be combined with other math keys and other letter formula keys. Same concept would hold true for some desktop publishing charges. If you had to typeset the first order of 1,000 of 10 lots 1 sided, the program would charge 10 times your unit charge for a standard per page typesetting charge. But if the job became a 2 sided job, it would charge for 20 pages.

[P] = Plates: The [P] for Plates is used to help calculate the correct number of negatives and/or plates when pricing orders. An example would be for a 17" Negative/Plate. Take an order for 1,000 of 10 lots printed 1 side, where negs and plates are used. The P formula would charge correctly for 10 plates and negatives at your respective price per unit. But if the order was changed to 1,000 of 10 lots printed 2 sides, then the P formula would charge for 20 plates and negs accordingly.

[R] = Run Quantity Sheets: The [R] formula can be used in calculating the number of press sheets for a given order. It is sometimes used in bindery related areas to charge for various functions that should not include the total finished quantity of an order, but just for the total number of press sheets on the order. Examples could be when you print something more than 1 up on a sheet that includes die cutting, foil stamping, perforating, numbering.

[X] = Quantity x Lots: The letter [X] when used in a formula is equal to the finished quantity of the customer quantity multiplied by the respective number of lots. This is a very common formula used in many bindery item functions. Common functions that use the X formula would be Folding, Scoring, Perforating, 3 hole punching, Collating. It's a shortcut formula letter that would be the exact same as a [Q * L]. An order of 1,000 of 10 lots printed 1 or 2 sides that requires collating, would be a total of 10,000 sheets of paper to be collated. Even if the order were to be printed 2 sides, this would not increase the total number of sheets required. Same process holds true for perfering, scoring, and single sheet numbering.

[I] = Impressions: The [I] formula can be used in calculating functions that are sensitive to the total number of printed impressions in offset printing and can also be utilized in any copy services functions that would be equal to the total number of "clicks" on an order. Some examples where the impressions formula would be used is for additional ink charges. You can charge more money in addition to your standard/PMS ink wash charge for the total number of impressions on an order. This would be a per thousand charge for heavy coverage, and multiple passes on a press, and is sensitive to 1 and 2 side printing.

[S] = Signatures: This letter formula can be used in typesetting/desktop publishing for calculating the total number of signature layouts in designing booklets. An example would be creating an 11 x 17 brochure or newsletter that gets folded in half, resulting in a layout of 4 numbered pages or "signatures". An order of 1,000 newsletters of 4 lots printed 2 sides, requiring all pages to be typeset would be equal to 16 numbered signature pages. Having the [S] as a formula for your newsletter per page charge would properly charge for 16 times your unit price. The signature formula is not to be confused with signature printing methods for large commercial presses.

[O] = **Outs:** Your Visual printLEADER system is shipped with a pre-set automatic cutting department (PL_Cutting). These formulas cannot be deleted from the system. However if you desire to create your own formulas to include the number of outs on an order, then you can use the letter [O] in doing so. The outs formula is usually applied in custom cutting charges, or some bindery related functions.

[D] = **Sides:** The letter [D] inside a formula is used to distinguish orders that are printed or copied as 1 or 2 sides. An example could be found in typesetting/graphics. An order of 1,000 brochures with typesetting on one side would be a formula of the number of lots multiplied by the number of sides [L*D]. If the job prints 1 or 2 sides, then your typesetting charges would be sensitive to knowing to charge for a front and/or back graphics charge.

[N] = **Number of Parts:** The letter [N] can be used in a formula for calculating charges sensitive to carbonless/NCR orders that print as multiple parts (2 part, 3 part, etc.). Use of this formula would be common in bindery related functions such as numbering, and perforating carbonless sets.

As described earlier, formulas can be as simple as one letter (Folding = X, Stapling = Q). You may also combine any of the math symbols with the letters to do other functions as well. An example would be pads of 50. If you create an order of 1,000 sheets of 8.5 x 11 and the customer wants the order padded in 50's, your formula would be the total number of sheets printed (1,000 = X) and then to divide (/) that by the number of sheets per pad (50). Your formula would be **X/50**. Pads of 100 would be **X/100**. Some common packaging formulas include shrink wrapping and boxes. To charge correctly for shrink wrapping orders into packages of 100, or 250 or 500 the respective formulas would be **X/100**, **X/250**, **X/500**. Charging for jobs being put into boxes of 500 or 1,000 would be formulas of **X/500**, **X/1000**.

Cost Center: The Cost Center browse button is a required data field that is integrated directly to your Visual printLEADER Sales Journal, Accounts Receivable and General Ledger. The Cost Center is actually the same as a chart of accounts system. By selecting the proper Cost Center, you will have the ability to generate Sales reports to reflect not just your total sales, but also break down where the sales are being generated from right down to the department level. With master password clearance you may also use the hyperlink feature to add a new Cost Center to the system.

Cost Center:	<input type="text" value="Bindery and Finishing"/>
Job Schedule	<input type="text" value="Post-Production"/>
Budgeted Hourly Cost	\$ 23.00
Billing Rate/Hr	\$ 60.00
Prod Hrs. Allowed	6.00
Labor Rate \$	\$ 10.00 per Hour

Job Schedule: For each department in the system you must assign one of three selections of either Pre-Production (typesetting, digital graphics, negatives, plates), Production (press related services, ink colors, copy related services) or Post-Production (all types of bindery, finishing, packaging services). By selecting one, it will make your Work In Process reports more accurate in printing out a Job Schedule report. The Job Schedule report will take all functions for each department and add up their total times of each operation to make you aware of how much time is scheduled in each area. The Job Schedule report will also make you aware of areas that are overbooked.



When you create a new work order, you have the option to use the Visual printLEADER Job Schedule feature to promise orders by their respective Pre-Production date/time, Production date/time, Post-Production date/time, and a Delivery date/time.

Budgeted Hourly Cost: Enter in your BHC rate for each department.

Billing Rate: Enter the retail hourly billing rate for each department. You may have different departments operating at different hourly billing rates.

When you create a new quote/order you also have the option to charge the customer for a user defined number of hours/minutes calculated by the Billing Rate entered for each department.

Production Hours per Day: This data field is used to assist in producing work in process reports and job scheduling purposes. This entry should be the total number of productive hours available on an average business day for each department.

Labor Rate: Enter the estimated cost of your labor rate per hour appropriate for each department.

Quantity Discount: Specify a quantity discount structure for each operation. Enter up to four different discount percentages to apply to each of the user defined quantities. Proper use of this feature allows you to create a graduated competitive method of offering a lower price per unit or price per thousand when larger orders are placed. The discount percentage entry is calculated off of the base price of the respective function.

The discount feature is a step method of discount, meaning that the percentage factor will not be activated until your quantity of finished pieces on a quote/order is actually equal or greater than your quantity break settings.

Qty Break 1	5000	Discount	10	%
Qty Break 2	10000	Discount	15	%
Qty Break 3	25000	Discount	20	%
Qty Break 4	50000	Discount	25	%

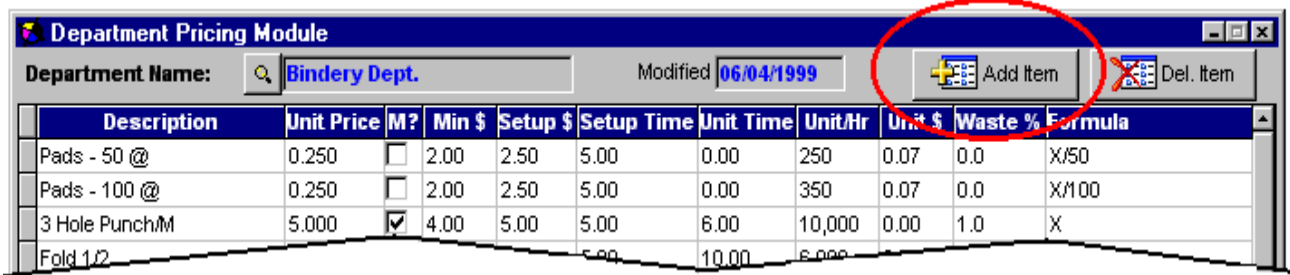
Note: When you do use a department function that has quantity discount setting, Visual printLEADER will automatically display and calculate the new price per unit or price per M if the finished quantity is equal to or greater than your quantity discount department settings.

EDITING DEPARTMENT PRICES

To edit and modify individual line item price and time factors in your departments, highlight the line item with your mouse and click inside the desired field to make your changes.

ADDING A NEW LINE ITEM TO A DEPARTMENT

Click your mouse on the “Add Item” button at the top right of your department database. This will add a new line item at the bottom of your existing database of department items. Enter in your information accordingly. It is suggested that upon completion of entering all new line items, that you use the Department Line Item Sort feature to place the functions in their most commonly used order. The Sort feature is found in the Pricing Module, and is covered in the next few pages.

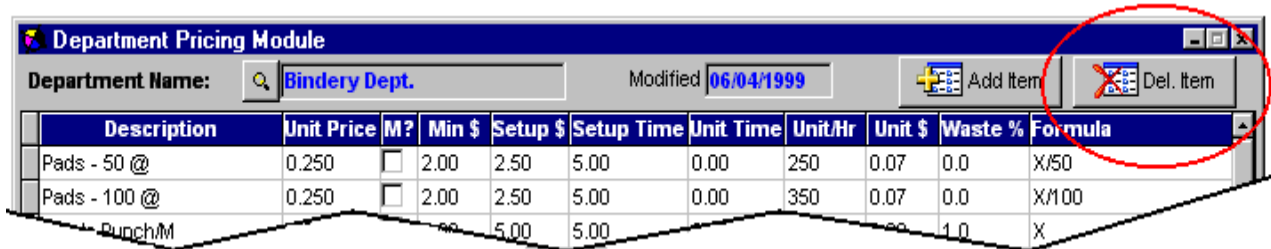


The screenshot shows the 'Department Pricing Module' window for 'Bindery Dept.' with a modified date of 06/04/1999. The 'Add Item' button is circled in red. Below the buttons is a table with the following data:

Description	Unit Price	M?	Min \$	Setup \$	Setup Time	Unit Time	Unit/Hr	Unit \$	Waste %	Formula
Pads - 50 @	0.250	<input type="checkbox"/>	2.00	2.50	5.00	0.00	250	0.07	0.0	X/50
Pads - 100 @	0.250	<input type="checkbox"/>	2.00	2.50	5.00	0.00	350	0.07	0.0	X/100
3 Hole Punch/M	5.000	<input checked="" type="checkbox"/>	4.00	5.00	5.00	6.00	10,000	0.00	1.0	X
Fold 1/2										

DELETING AN EXISTING LINE ITEM IN A DEPARTMENT

First be sure to highlight the specific line item that you wish to delete from the database. Once highlighted click your mouse on the “Delete Item” button at the top right of your department.



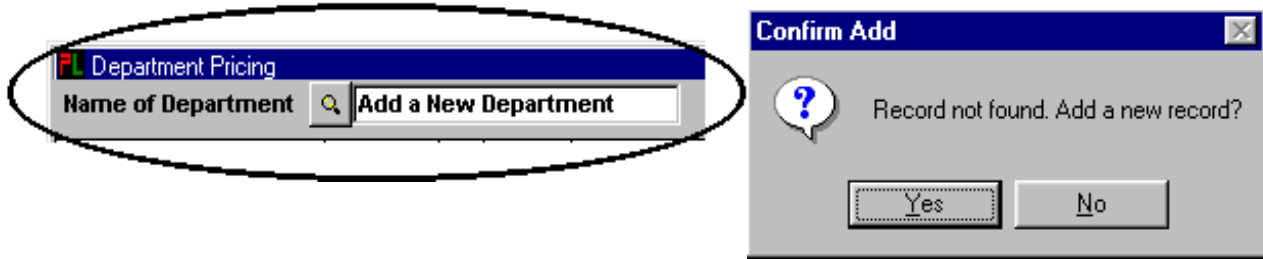
The screenshot shows the 'Department Pricing Module' window for 'Bindery Dept.' with a modified date of 06/04/1999. The 'Del. Item' button is circled in red. Below the buttons is a table with the following data:

Description	Unit Price	M?	Min \$	Setup \$	Setup Time	Unit Time	Unit/Hr	Unit \$	Waste %	Formula
Pads - 50 @	0.250	<input type="checkbox"/>	2.00	2.50	5.00	0.00	250	0.07	0.0	X/50
Pads - 100 @	0.250	<input type="checkbox"/>	2.00	2.50	5.00	0.00	350	0.07	0.0	X/100
Punch/M										

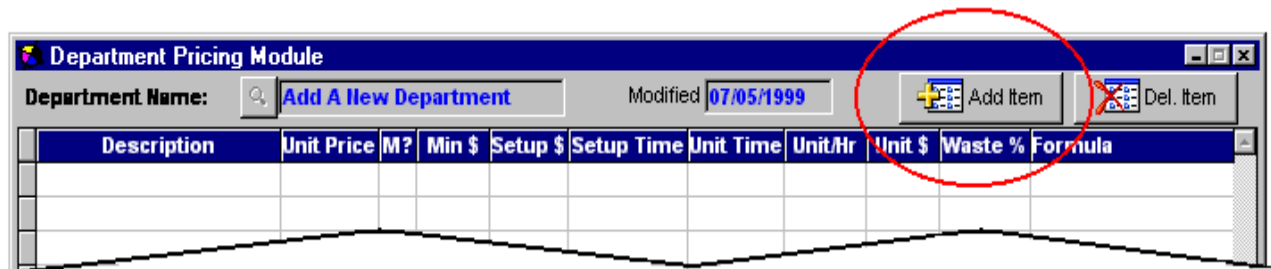
CHAPTER 8 – ADDING A NEW DEPARTMENT

To add a new department database to Visual printLEADER, it is first suggested that you browse the picklist to ensure that a department by that name does not already exist.

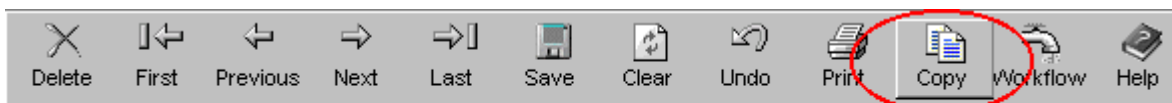
Begin typing the exact name of the new department and press <ENTER> at the end of the description. You will then be prompted that Visual printLEADER does not have a record by this name, and will advise you with a “Confirm Add” message. To begin entering data and pricing for this new department, click “Yes”.



The software displays a new department data screen, ready for you to enter the first department operation. Use your “Add Item” button to begin filling in your department descriptions and respective prices as described earlier in the “Modifying a Department” section of this chapter. There is only one “validation” field for a new department. In order for your sales journal to properly record sales for department, please select a valid cost center for any new department.

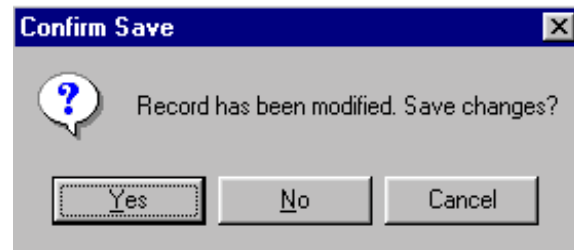
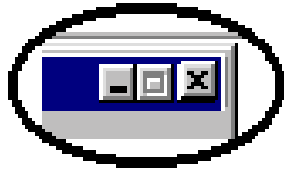


Another option found in the Press, Paper, and Copier section of the Pricing module is the ability to “Copy” the entire contents of another department into this new one. Reasons for using this method could be for creating and maintaining multiple departments with identical functions, but different prices for your wholesale/trade customers, or special contract pricing.



Copy Record

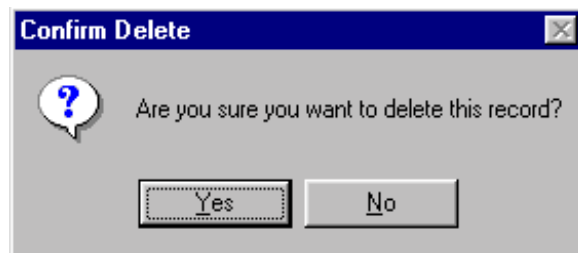
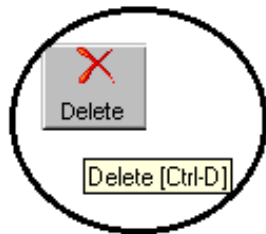
When complete with entries click once on the top right corner of the department screen and close the record, and save your changes.



DELETING A DEPARTMENT

Although it is strongly suggested that only the system administrator have access to deleting any and all records, deleting a department should only be executed after carefully weighing the possible repercussions in reordering jobs in the future.

If it is a fairly new department and you just want to remove it from your system, then first bring the entire department to screen using your browse button. Then click once on the "Delete" icon on your tool bar to permanently delete the entire department and all of its line items.



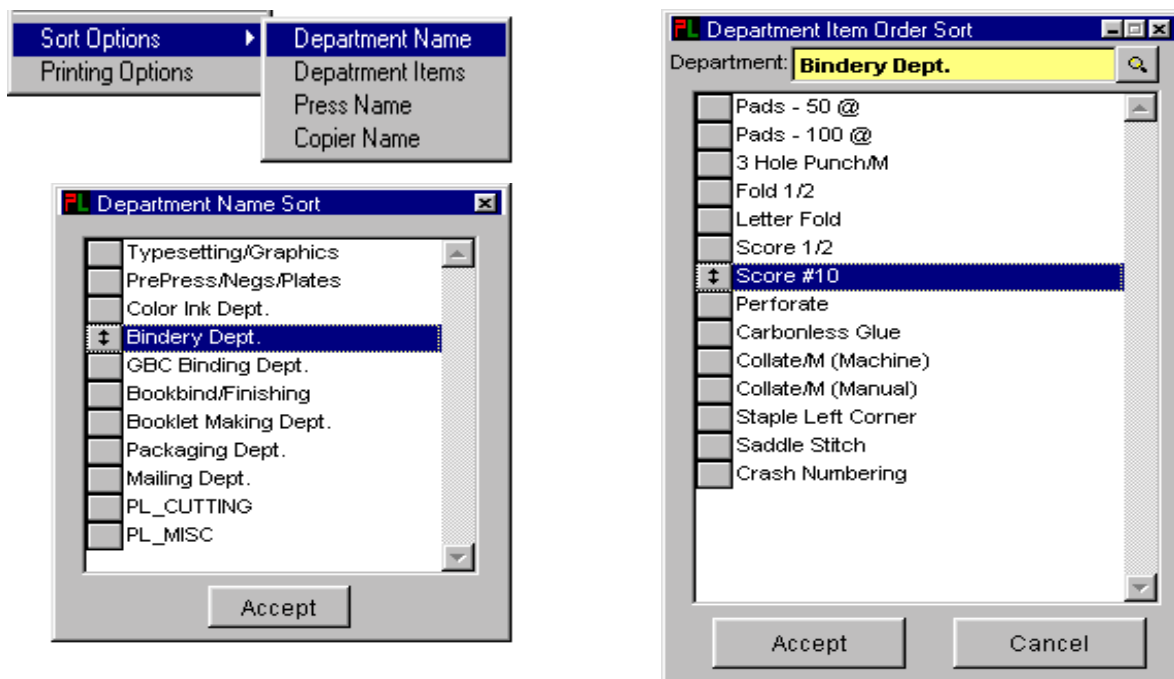
The problem in deleting an existing or older department is related to placing re-orders for future jobs that contain department functions that no longer exist. This is known as orphaned database files. Suppose you have been operating with a particular bindery department and hundreds, maybe thousands of archived invoices contain functions from a department you have selected to delete.

The downside is any job that you try to re-order will not have the ability to calculate on a parent database that no longer exists, thus forcing you to select a new department and line item function.

CHAPTER 9 – SORTING DEPARTMENTS

You may wish to utilize this feature to structure the order of your department selection menu, as well as your internal department functions, so that your most commonly used departments and functions are displayed at the top of the list when creating new quotes and orders.

To sort departments in the order you wish them to appear in your picklists, click once on the Visual printLEADER option, then down to the “Sort Option” by Department Name.



Continue in the same manner until the lists are in the order that is user friendly for your sales staff and your CSR's.

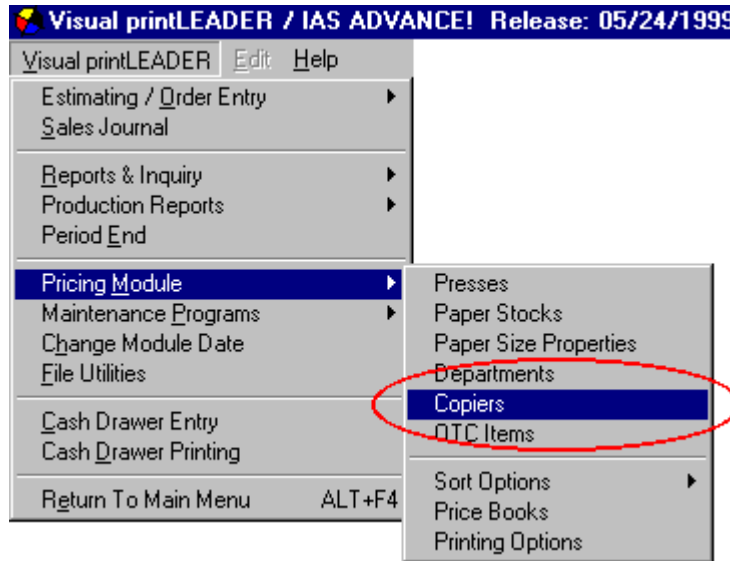
Once you have clicked on the Department Name or Items option, use your mouse and the up/down cursor to move your records into the order which best suits your needs. Click once on the “Accept” button to save your changes.

Using your navigation/tool bar, you may also use the “First”, “Previous”, “Next” and “Last” command/buttons to move about your department databases.

This concludes our section on creating and maintaining your Department pricing databases. If you are ever unsure about something, or feel you would like to speak with our tech support staff prior to entering your data, please call us toll free at (800) 752-4624 or e-mail us at info@printleader.com.

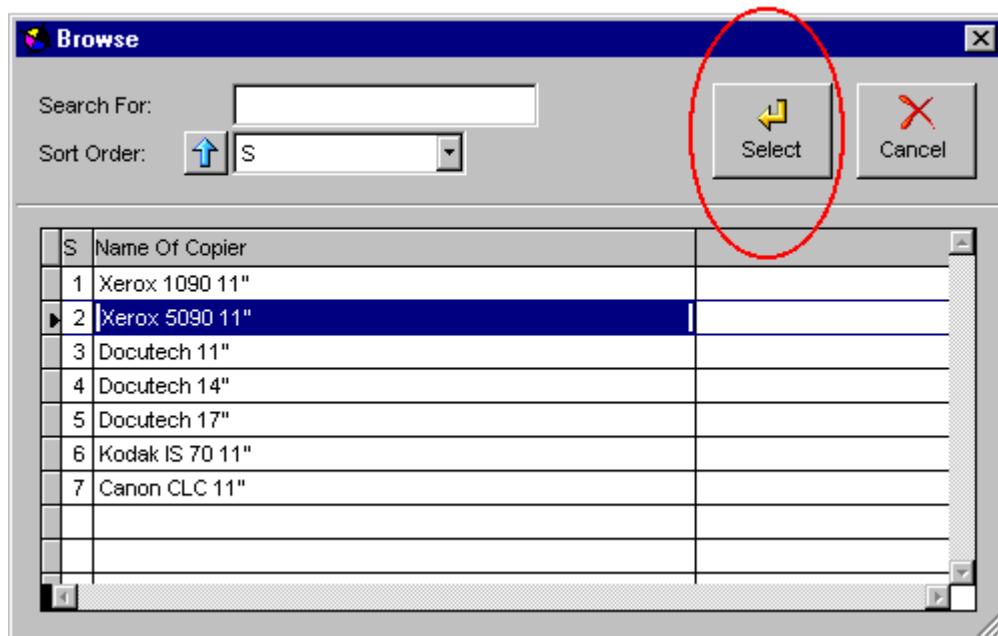
CHAPTER 10 – MODIFYING A PHOTO COPIER

From the Visual printLEADER module menu, scroll down to the Pricing Module option, and then click on the Copiers selection.



The program displays the browse button allowing you to select a copier to work on.

To modify a copier, click once on the browse button, click once on the copier you want to select, and click once on the "Select" button.



Visual printLEADER will then display one of the main data screens for the selected copier.

Copier Pricing Module		Increment	Sheetsize?
Name of Copier	Xerox 5090 11"	<input type="radio"/> Step	<input checked="" type="checkbox"/> 8.5 x 11
Default Stock	White 20# Bond	<input checked="" type="radio"/> Slope	<input type="checkbox"/> 8.5 x 14
Cost Center	Hi Volume B&W Copy Sales		<input type="checkbox"/> 11 x 17
Default Sheetsize	8.5 x 11		<input type="checkbox"/> Envelopes
Minimum price for a single Copy in cents	2.000 c		<input type="checkbox"/> 5.5 x 8.5
Increments in Table in cents	0.100 c		<input type="checkbox"/> 12.5 x 19
Number of Copies per hour	7200		<input type="checkbox"/> 17 x 22
Machine Rental & Supplies Cost per copy	1.100 c		<input type="checkbox"/> 17.5 x 22.5
Budgeted Hourly Cost	\$ 30.00		<input type="checkbox"/> 19 x 25
Operator cost/hour (labor) \$	10.00		<input type="checkbox"/> 20 x 26
Production Hrs. Allowed	6.00		<input type="checkbox"/> 23 X 35
Modified	03/14/1998		<input type="checkbox"/> 25 x 38
			<input type="checkbox"/> 26 x 40

Matrix
Select Image

Note: The default copiers shipped with the software are named after the brand name. Many printLEADER customers create copiers and structure their pricing in their software for common copying situations, like running a particular paper or sheet size, or a given number of sides at a time, and name the copier accordingly (I.E. Xerox 5090 11", Xerox 5090 17"). You can add a copier pricing method for any scenario, structuring the data appropriately. Regardless, the name of a copier should meaningfully indicate the intent of the pricing method to you and your staff.

Using your mouse, you may click on the various data fields to make changes specific to your business.

Name of Copier: Allows you to browse and select a different copier to modify.

Default Stock: Allows you to select a different default paper stock from the paper stock browse list for the selected copier to use when creating new quotes and orders. This default paper stock will not have to be re-selected when you do create a new quote/order allowing for faster data entry. However, you can easily modify the paper stock at that point.

Cost Center: Allows you to select a specific cost center code for proper sales reporting and journal entry to accounts receivable and general ledger.

Default Sheetsize: Select from the pulldown picklist, the appropriate default sheetsize for this copier to use when creating new quotes and orders. This default sheetsize will not have to be re-selected when you create a new quote/order for faster data entry. It can be modified at the time you create a new quote or order.

Minimum Price for a single Copy in cents: Enter the your company's lowest price per copy (floor pricing), preventing anyone from quoting an order lower than the specified minimum price per copy. Use whole cents for your entry, i.e. a minimum price setting of 2 1/2 cents per copy must be entered as 2.5 cents, instead of .025.

Note: For entering in a minimum price per copy for color copiers, please be sure to enter your minimum in whole cents as described above; i.e. A minimum price of forty-nine cents should be entered as 49.00c and not as 0.49

Increments in Table in cents: Modify the increment setting where the software will calculate pricing in the copier table or matrix.

Number of Copies per hour: Enter the productive/average number of clicks per hour for the selected copier. This entry is important as it is directly related to producing the estimated times that an order should take under normal production standards. Each order that is calculated has an overall time factor associated and is added to the Job Schedule program to produce more accurate Work In Process reports. This report will allow you to analyze the total number of orders placed for each piece of equipment, and will advise you of how many estimated hours are booked and available for a user defined date range.

Machine Rental & Supplies Cost per copy: Enter your estimated/average “click” charge after consulting with your copier representative; or divide the average number of copies generated per month by the monthly lease or rental payment, and enter the result. This will help determine the profitability of each order at the point of creating a new quote or order.

Budgeted Hourly Cost (BHC): Enter in your estimated Budgeted Hourly Cost (Used only with the optional Premier Data Collection module).

Operator Cost /Hour (Labor): Enter the estimated labor rate for this copy machine operator, including wage, prorated benefits, overhead, etc. This will help determine the profitability of each order at the point of creating a new quote or order.

Production Hours Allowed: This data field is used to assist in producing work in process reports and job scheduling purposes. This entry should be the total number of productive hours available on an average business day for this piece of equipment. If you operate a 9am-5pm business and your copier operator clocks in at 8:45am, starts the first job a little after 9am, factor in a few breaks, lunch and general time spent off the machine, you will probably enter in a 6 hour production factor. By making the number of hours available too great, your work in process reports may be a little exaggerated causing you to believe that more time is available than actually is. If you enter too few hours, then your report could lead you to believe that you are overbooked, when in fact there is ample time to schedule and produce more copy work.

Modified: This is not an editable field, but does record and display the date stamp of when the database was last modified. To determine exactly who modified the record, you would then enter the System Manager module, where there is an User Activity browse log of a very detailed audit trail of user ID, date, time, module used and record modified.

Increment: Select the pricing method Visual printLEADER will use to calculate prices per copy in new quotes and orders:

A dialog box titled "Increment" with a blue header. Below the header are two radio button options: "Step" and "Slope". The "Slope" option is selected, indicated by a filled radio button.

Step: The Step method will hold the price per copy constant at any entered quantity or number of originals up to the next break point in quantity or originals based on your copy matrix entries. For example, 100 copies of 10 originals would be charged at \$100 at a price per copy of 10 cents and price breaks at quantities of hundreds. 150 copies of 10 originals would also be charged at 10 cents per copy. Lets assume that the price per copy is now at nine cents per copy at the 200 quantity break on your matrix. An order of 200 copies of 10 originals would decrease to the next lower break price per copy, making the price per copy for the total job at nine cents per copy.

Slope: The Slope method sets the price per copy on a graduated curve relative to the entered quantity, as compared to the step method. For example, if 100 copies of 10 originals is 10 cents and 200 copies of 10 originals is 9 cents, 150 copies of 10 originals would be calculated at 9.5 cents with the Slope method, yielding a more precise & competitive method of pricing.

Sheetsize?: Similar to the Press area, you can program each copier to allow only certain sheet sizes to be copied. Click off the boxes that apply to each copier.

Sheetsize?	
<input checked="" type="checkbox"/>	8.5 x 11
<input type="checkbox"/>	8.5 x 14
<input type="checkbox"/>	11 x 17
<input type="checkbox"/>	Envelopes
<input type="checkbox"/>	5.5 x 8.5
<input type="checkbox"/>	12.5 x 19
<input type="checkbox"/>	17 x 22
<input type="checkbox"/>	17.5 x 22.5
<input type="checkbox"/>	19 x 25
<input type="checkbox"/>	20 x 26
<input type="checkbox"/>	23 X 35
<input type="checkbox"/>	25 x 38
<input type="checkbox"/>	26 x 40
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Matrix: The Matrix button allows you to modify the copier “matrix” pricing table:



Note: The matrix is a table showing copy quantities in the left-hand column and the number of originals across the top. Where the two columns intersect in the matrix is the per copy price or “click” charge Visual printLEADER uses for new quotes and orders.

Modifying the copier matrix is recommended for owners who want to offer a competitive, graduated method of copy pricing. If you modify a matrix, you may wish to price a few sample jobs in the Visual printLEADER Module to compare against your current pricing.

Photo Copier Matrix											
Copier Name		Xerox 5090 11"									
<input type="button" value="Calculate"/>											
		# of Originals									
Quantity		1	10	26	51	76	101	201	301	501	1001
1	10.00	10.00	9.75	9.50	9.25	9.00	8.75	8.50	8.00	7.00	
2	10.00	
5	9.50	
10	9.00	
15	9.00	
20	8.50	
25	8.25	
30	8.00	
50	7.00	
75	6.00	
100	5.00	5.00	4.75	4.75	4.50	4.00	3.75	3.50	3.25	3.00	
200	4.50	
300	4.00	
400	3.75	
500	3.25	3.25	3.25	3.25	3.00	3.00	2.75	2.75	2.50	2.25	
750	3.00	
1000	2.75	

You can make your changes to each “cell” by using either your mouse, or by pressing the <ENTER> key to advance to the next cell.

The quantity settings and the # of originals settings cells are highlighted in yellow. The price per copy cells are in white. Once you fill in the matrix cells with all of your pricing, the gray cells will then be populated with prices when you click on the Calculate button.

Note: Proper entry of your per copy price charges should be as follows;

50	7.25	.
75	6.00	.
100	5.00	5.00
200	4.50	.
300	4.00	.
400	3.75	.
500	3.25	3.25
750	3.00	.
1000	2.75	.

Each cell is designed to store your click charges as whole cents. With a two space decimal, this allows you to enter copy prices in as half cents as well as quarter and tenths of a cent. The example shown above displays the yellow 100 quantity setting as 5.00, or 5 cents per copy. The 200 setting is 4.5, or 4 ½ cents per copy. The 300 setting is 4.00, or 4 cents a copy. The 400 setting is 3.75, or 3 ¾ cents per copy.

Since most color copy prices are significantly more money, a price of \$1.29 per copy should be entered as 129.00 cents. A price of \$.99 per copy should be entered in as 99.00 cents.

20	149.00
25	139.00
50	129.00
100	99.00
150	95.00
200	89.00
250	79.00
500	75.00
1000	59.00

When you create a new quote or order, the onscreen per copy charge price will be displayed in actual dollars and cents. So an order of 500 copies of one original would be 500 time 3.25 cents totaling \$16.25. The onscreen click charge will be displayed as .0325.

Order #: 1066 ITEM #: 1

Job Desc. **Letterheads**

Copier **Xerox 5090 11"** Quantity **500**

Paper Stock **White 20# Bond** # Originals **1**

Size **8.5 x 11** # Outs **1**

Paper Color **# Overs** Automatic Manual

Price Per Copy **\$ 0.03250**

Copy Subtotal **\$ 16.25**

Departments **\$ 0.00**

Item Subtotal **\$ 16.25**

Finishing: Collated/Stapled, Collated/Stagger, Collated/Slipsheet, Uncollated

Side to Side: 1 Side to 1 Side, 1 Side to 2 Side, 2 Side to 1 Side, 2 Side to 2 Side

Pricing Method: Use Matrix, Total # Clicks

Paper Credit?: Yes No

Production Information: Total # Copies **500**, Total # Sheets **500**, Prod. Time **0:04**

Buttons: NotePad, Upsell, Profit/Loss

After all cells are completed, click once on the “Calculate” button to fill in the remaining cells. Visual printLEADER will automatically calculate the remaining prices on the basis of your quantity and originals entries.

Photo Copier Matrix

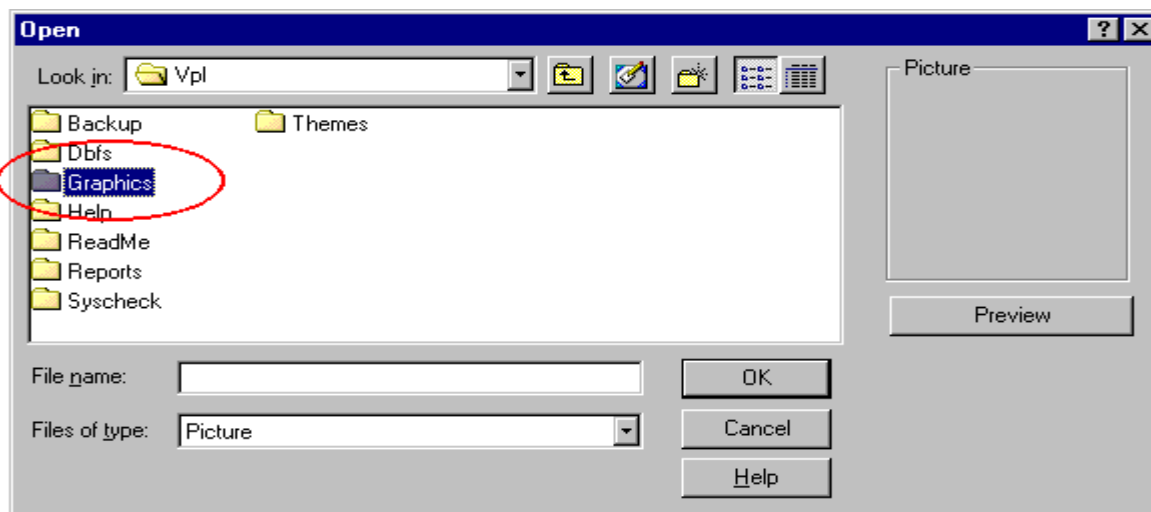
Copier Name: **Xerox 5090 11"** Calculate

Quantity	# of Originals									
	1	10	25	51	76	101	201	301	501	1001
1	10.00	10.00	9.75	9.50	9.25	9.00	8.75	8.50	8.00	7.00
2	10.00	10.00	9.75	9.50	9.25	9.00	8.75	8.50	8.00	7.00
5	9.50	9.50	9.25	9.02	8.77	8.50	8.25	8.00	7.52	6.60
10	9.00	9.00	8.75	8.55	8.30	8.00	7.75	7.50	7.05	6.20
15	9.00	9.00	8.75	8.55	8.30	8.00	7.75	7.50	7.05	6.20
20	8.50	8.50	8.25	8.07	7.82	7.50	7.25	7.00	6.57	5.80
25	8.25	8.25	8.00	7.83	7.58	7.25	7.00	6.75	6.33	5.60
30	8.00	8.00	7.75	7.60	7.35	7.00	6.75	6.50	6.10	5.40
50	7.25	7.25	7.00	6.88	6.63	6.25	6.00	5.75	5.38	4.80
75	6.00	6.00	5.75	5.70	5.45	5.00	4.75	4.50	4.20	3.80
100	5.00	5.00	4.75	4.75	4.50	4.00	3.75	3.50	3.25	3.00
200	4.50	4.50	4.32	4.32	4.07	3.71	3.46	3.28	3.03	2.78
300	4.00	4.00	3.89	3.89	3.64	3.42	3.17	3.07	2.82	2.57
400	3.75	3.75	3.67	3.67	3.42	3.28	3.03	2.96	2.71	2.46
500	3.25	3.25	3.25	3.25	3.00	3.00	2.75	2.75	2.50	2.25
750	3.00	3.00	3.00	3.00	2.76	2.76	2.53	2.53	2.30	2.07
1000	2.75	2.75	2.75	2.75	2.53	2.53	2.32	2.32	2.11	2.00

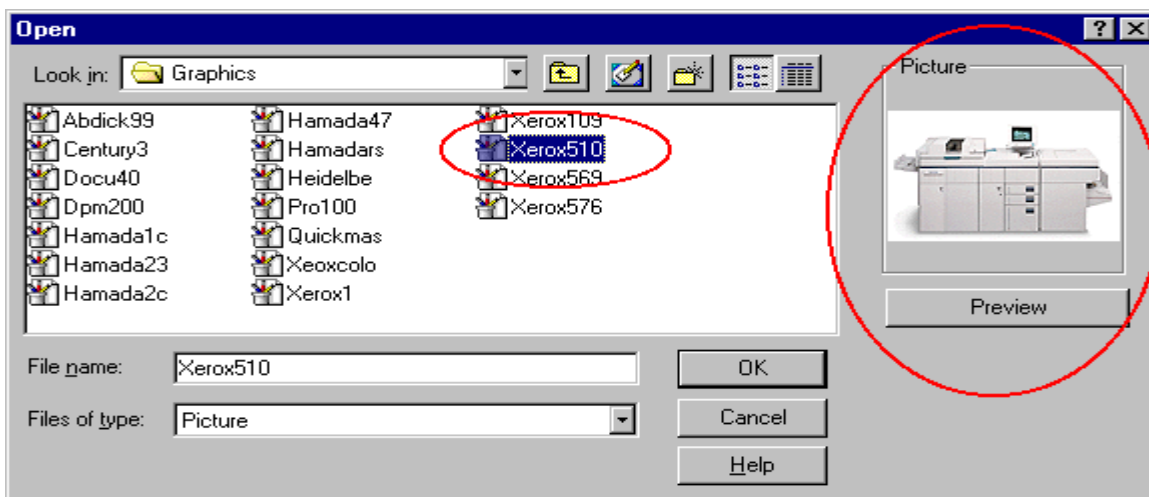
Image: This button will allow you to select from a pre-loaded or custom designed library of standard bitmap images (*.BMP), an actual image/photo of each copier in your shop. You can add your own images by downloading images for free over the internet and using your right click of the mouse to “Save the Image...” feature. Or you can scan in photos from magazines or brochures supplied by manufacturers, as well as storing electronic images from digital cameras. A digital camera would also allow you to include photos of your actual employee/operator. This image will print out on your Visual printLEADER work order ticket.

To change the image, click once on the “Image” button.

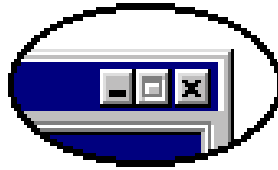
This will prompt you to select from what folder the image may be stored on your computer hard drive. Visual printLEADER has a subdirectory already named as “Graphics” (please locate this folder from your file server directory) where we have stored some previously stored images of some popular copiers and presses.



Double click on the folder named “Graphics”. The “Graphics” folder can contain all of your image file names. Select the one you wish to use and either double click on it, or click once on the image name and click on the “OK” button. This procedure will then insert that image into your specific copier database for future reference.

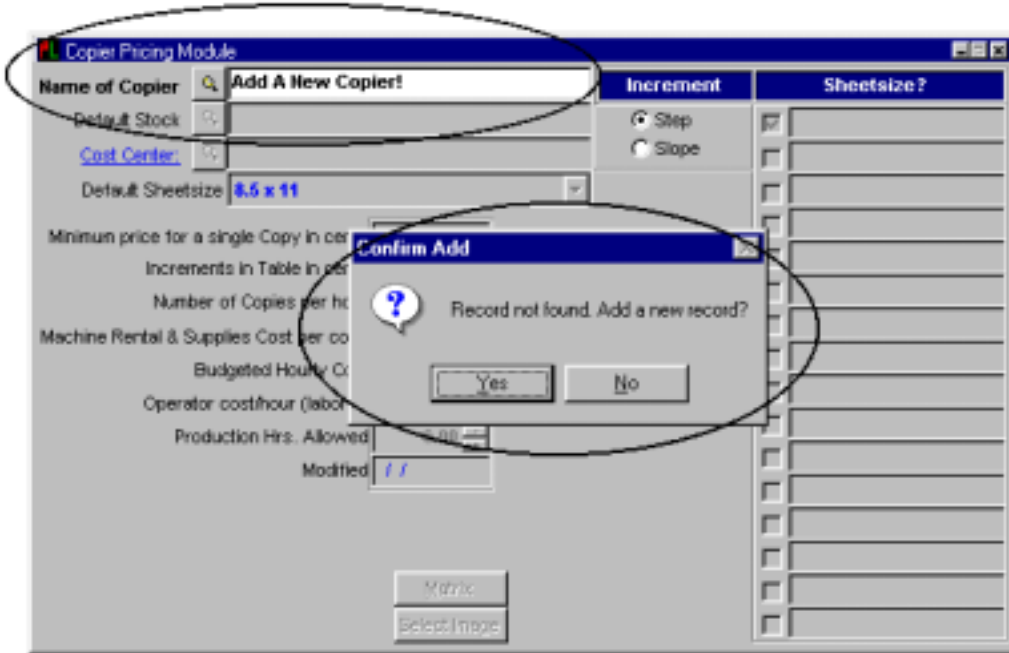


When you are finished working on a copier, you may exit the screen by clicking once on the close button.

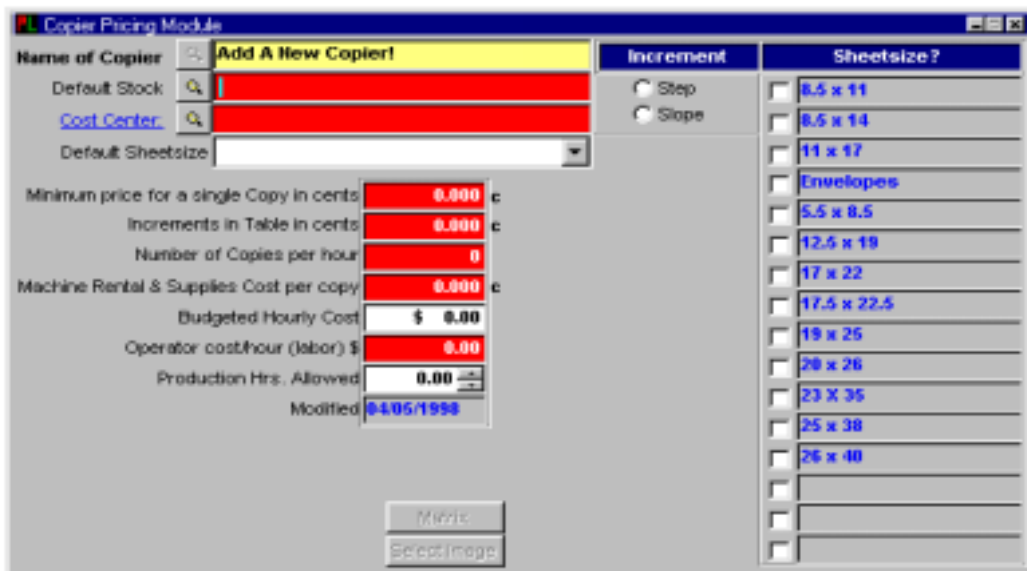


CHAPTER 11 - ADDING A NEW COPIER

To add a new copier to your pricing database, click on the Pricing option in Visual printLEADER, then click once on the Copiers option. Similar to adding a new press, paper stock and department, type in the exact name of the copier as you would like it to appear onscreen and on your printed work orders. When finished typing in the name, press <Enter> and the software will prompt you with a message asking if you'd like to add the new record. Select "Yes".



Similar to other new database entries, Visual printLEADER will display several data fields that must be validated in order to proceed. You may fill in the new fields, or you may also want to use the "Copy" command icon in your tool bar to take all information from another copier and copy it's databases into the new one. This will allow you faster entry of new copiers with the understanding that you will make the necessary changes that apply to the new copier.

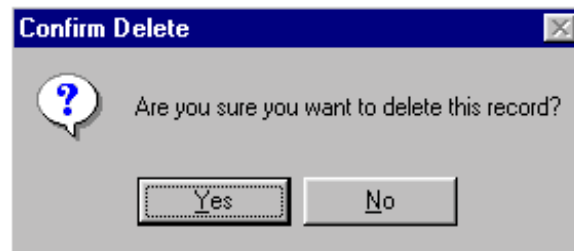


DELETING A COPIER

To delete a copier, use your browse button to select the copier you wish to remove from your database. Similar to deleting a press, paper stock, and department, any old archived invoices that may have once used this copier to calculate its price, will no longer be able to find this copier any time it is placed for a re-order.

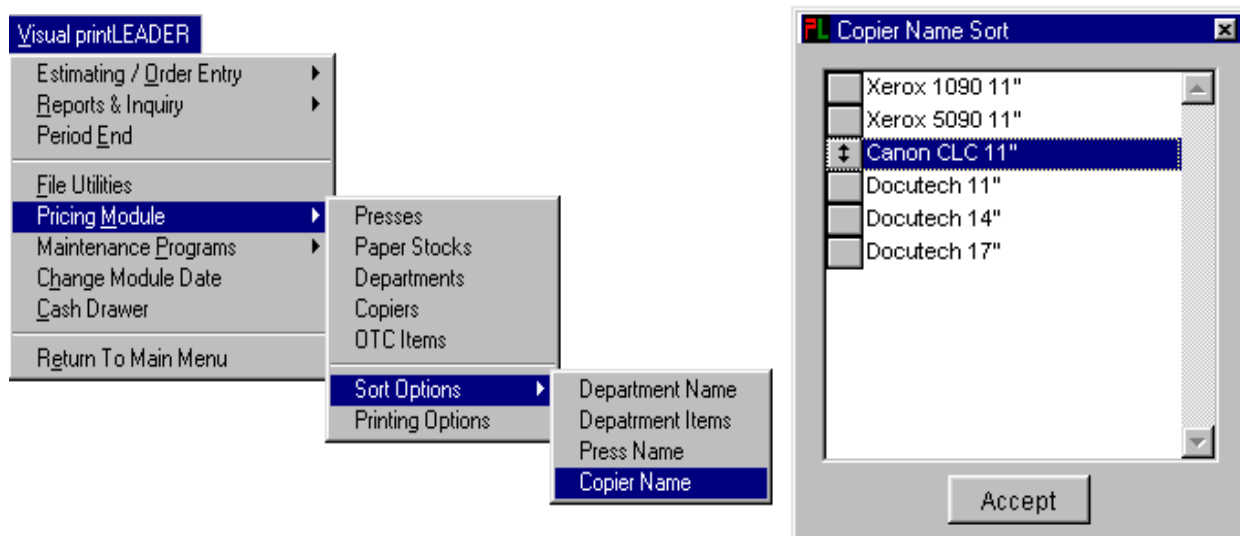
Once the copier's data screen is displayed, click once on the "Delete" command icon on your tool bar.

You will be prompted with an onscreen message. Click once on "Yes" to delete, or "No" to cancel.



CHAPTER 12 – SORTING COPIERS

You may wish to utilize this feature to structure the order of your copier selections, so that your most commonly used copiers are displayed at the top of the list when creating new quotes and orders.



To sort copiers in the order you wish them to appear in your picklists, click once on the Visual printLEADER option, then down to the “Sort Option” by Copier Name.

Continue in the same manner until the list is in the order that is user friendly for your sales staff and your CSR’s.

Once you have clicked on the “Copier Name” option, just use your mouse and the up/down cursor to move your records into the order which best suits your needs. Click once on the “Accept” button to save your changes.

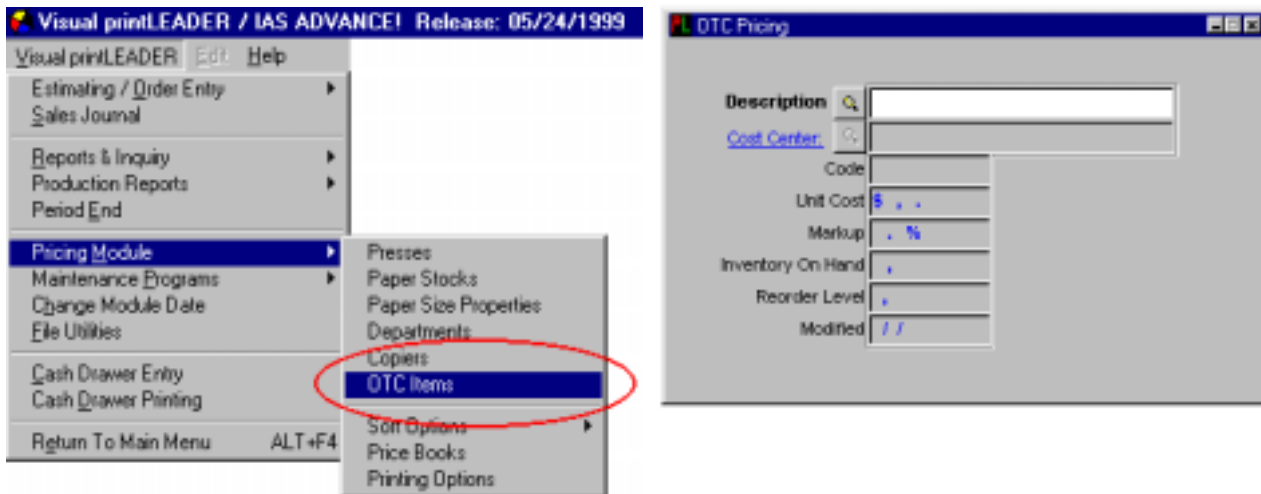
Using your navigation/tool bar, you may also use the “First”, “Previous”, “Next” and “Last” command/buttons to move about your copier databases.

This concludes our section on creating and maintaining your copy pricing databases. If you are ever unsure about something, or feel you would like to speak with our tech support staff prior to entering your data, please call us toll free at (800) 752-4624 or e-mail us at info@printleader.com.

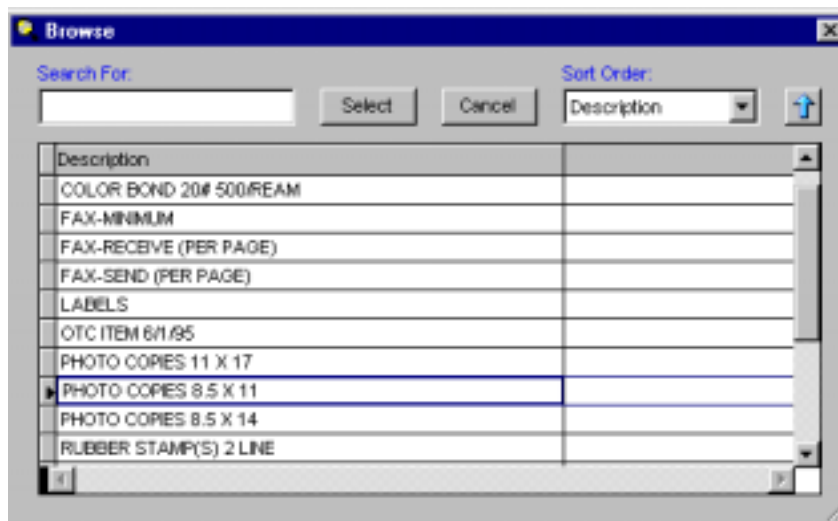
CHAPTER 13 - MODIFYING OTC ITEMS

The OTC Items selection allows you to create and maintain an unlimited number of records for what is commonly known as “Over the Counter” items. Many of our printing and copying customers operate their businesses in retail areas, where walk-in traffic (cash and carry or charge customers) is common throughout the day.

From the Visual printLEADER menu, scroll to “Pricing”, and click once on the “OTC Items” option.



The program displays a blank data table. To select an existing OTC Item, click once on the browse button and select an item by either double clicking on it, or by clicking once on your selection, then clicking once on the “Select” button.

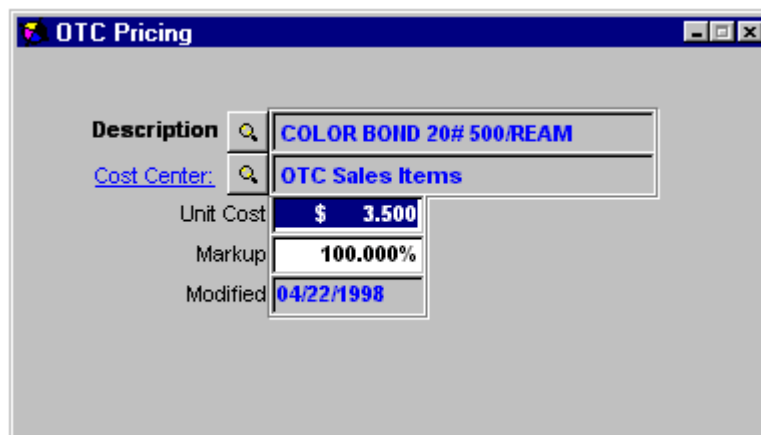


The OTC section of the Pricing module will let you enter and select from a user-defined database of common pre-priced “products”. Examples are B&W convenience copies (11”, 14”, 17”), color copies, color transparencies, engineering/oversize copies, color poster prints, fax services, blank paper stock and matching envelopes, rubber stamps, office products, stationery items, catalog ad specialty items, etc.

When using the Visual printLEADER Order Entry module, there is a separate screen for adding in these OTC items as it’s own invoice, or as an addition to any other print or copy order.

MODIFYING A CASH DRAWER ITEM

Using the sample of “Color Bond 20# 500/Ream”, the OTC item data fields allow you to control the following:



The screenshot shows a window titled "OTC Pricing" with the following fields:

Description	COLOR BOND 20# 500/REAM
Cost Center:	OTC Sales Items
Unit Cost	\$ 3.500
Markup	100.000%
Modified	04/22/1998

Description: The description function allows you to use the browse button to select various OTC records to be edited or updated.

Cost Center: The Cost Center can serve two purposes; The first is to allow you access to browse the various choices of associating a sales Cost Center code to the OTC item you are working on. By assigning each OTC item a Cost Center code, it will automatically post each item sold in the OTC module to your Sales Journal and Accounts Receivable, as well as General Ledger. Your Sales Journal will break out your OTC sales from your printing sales, copy sales, graphics, bindery, etc. This is a “Validation” type of field that requires a selection. When not properly selected, you will be prompted to select a Cost Center to continue forward working on the record.

Note: Because the Cost Center field is highlighted in blue text, this indicates that it is also a “hyperlink” database. A hyperlink field allows you immediate access to add, delete or edit existing Cost Center codes in your system with proper security access. It is recommended that only the master password holder or system administrator be allowed to control Cost Center codes, as they are an important and integrated part of your accounting system.

Code: The OTC Code entry is a five-digit symbol/numeric/alpha database to allow you to assign a unique code for your OTC items. During the course of order entry, you may enter in the OTC Code for faster data entry, or just use your browse button to select from your list.

Unit Cost: The Unit Cost field allows you to enter in your wholesale cost of an item, which can then be marked up by a percentage factor, to be calculated when using the OTC module in the Order Entry section of Visual printLEADER.

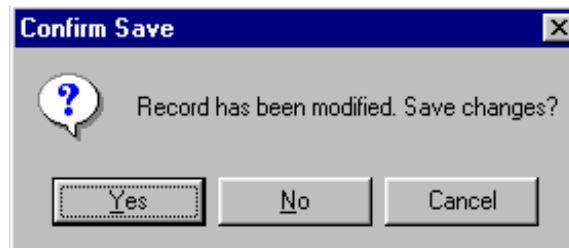
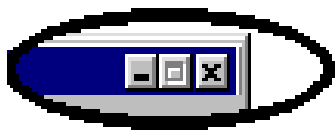
If you just want to enter in a retail selling price, do so here and do not put in a markup factor.

Markup: The Markup field allows you to assign a percentage markup to the current OTC item. This is commonly used when you wish to record OTC items that are stationery and office supply items.

Modified: This is not an editable field, but does record and display the date stamp of when the database was last modified. To determine exactly who modified the record, you would then enter the System Manager module, where there is an User Activity browse log of a very detailed audit trail of user ID, date, time, module used and record modified.

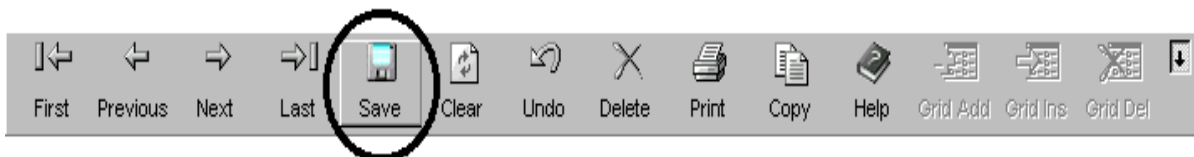
When all changes are complete, you have a few options to save your work. All of these methods will result with an on screen message advising you that the record has had changes made and if you would like to save your work, click on the “Yes” button.

The first way to exit and save your work on this new item is to click once on the “X” (Close) at the top right corner of the new press screen.



When the prompt appears to save changes, click once on “Yes”.

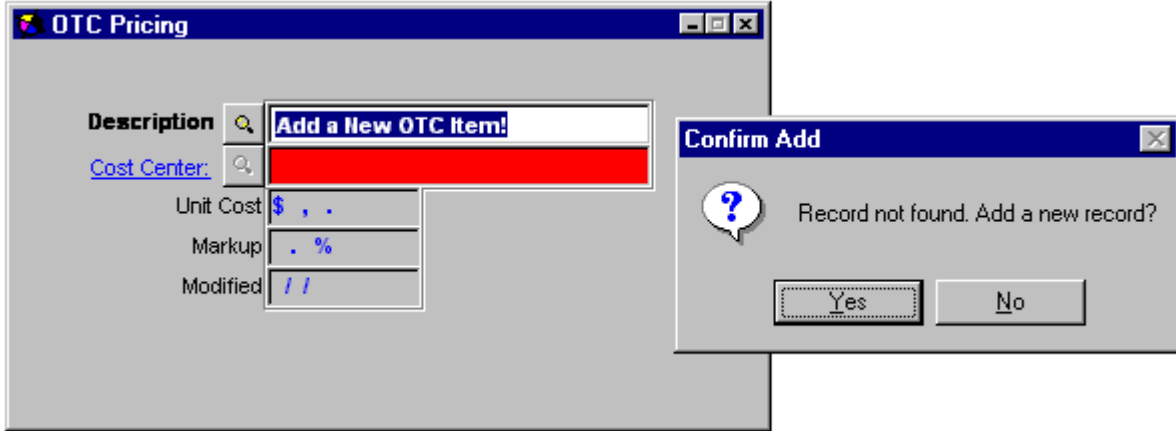
You will also receive this message if you use the “Save” command/icon as well as the “Clear” command/icon found also on your navigation/tool bar.



Should you realize that you made a mistake during the course of data entry, you may also want to use the “Undo” command to “unchange” modifications made to the data record, thus allowing you to re-key your proper data.

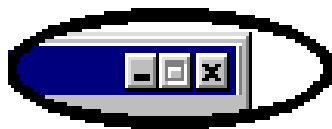
CHAPTER 14 - ADDING A NEW OTC ITEM

To add a new OTC item, it is suggested to first browse your database to be sure the item does not exist. At a blank Description field, begin typing in the exact name of the item. When complete press <ENTER>. You will be prompted that the record does not exist, and to click on “Yes” to add.



Select the correct Cost Center Code for this item by using the browse button. Then enter in your item code, your unit cost, and a markup factor.

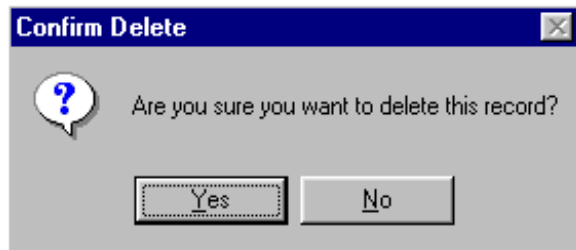
When complete, click on the close button “X” and save your work. If you plan on entering several new entries, you should use the “Clear” command icon on your tool bar. This will save your work, and present you a new blank OTC data screen.



DELETING A CASH DRAWER ITEM

To delete an OTC item, use your browse button and select the OTC item to be deleted. Once the data screen is displayed for that specific item, click once on your “Delete” icon command on your tool bar.

You will be prompted with an onscreen message. Click once on “Yes” to delete, or “No” to cancel.

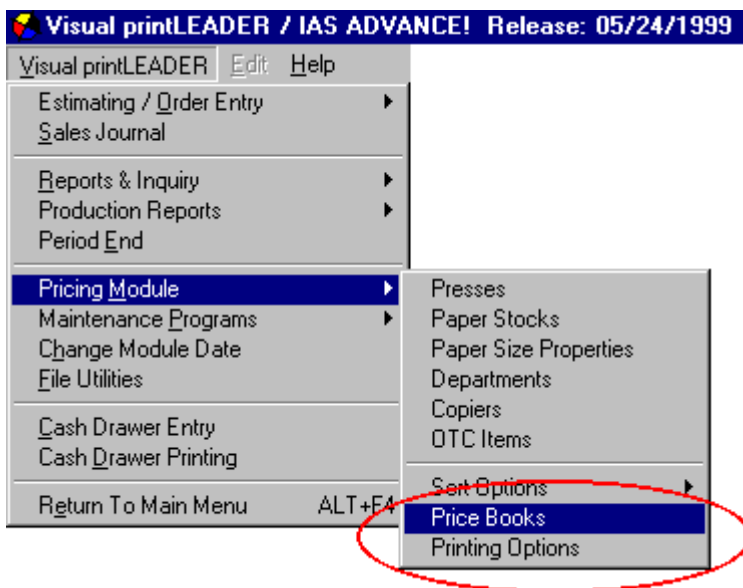


Using your navigation/tool bar, you may also use the “First”, “Previous”, “Next” and “Last” command/buttons to move about your OTC items database.

This concludes our section on creating and maintaining your OTC items pricing databases. If you are ever unsure about something, or feel you would like to speak with our tech support staff prior to entering your data, please call us toll free at (800) 752-4624 or e-mail us at info@printleader.com.

CHAPTER 15 - PRICE BOOKS & PRINTING OPTIONS

To quickly and easily print counter price books and all of your pricing databases, select from your Visual printLEADER menu, the Price Books option or Printing Options.



There are many occasions when providing a quick quote at the front counter or over the phone is more convenient and faster than using the computer. With the “Price Books” options, you can create your own counter price books based on all of your user defined press rates and paper costs/markups.

The Price Book generator will include all make-ready time factors, all startup and running waste for press and paper, and the option to include a standard paper plate charge.

The Price Book option only allows a maximum of your most common six sheet sizes to be printed out landscape style to your laser printer.

The Price Book feature also allows you generate to screen your pricing results for quick comparison while utilizing the Pricing Module when modifying your Press and Paper databases. This is most common when customers are using Visual printLEADER to match either older estimating systems or existing industry price books.

Visual printLEADER – Pricing Module – Printing Options

To create a price book to screen or your laser printer, select what press or presses to include. Then select either one specific paper stock or a range of papers. If you are creating a price book for “quick print” quote purposes and you use a “paper” plate (electrostatic, megalith, silvermaster, black plate, etc), please be sure to click the checkbox for “Plate Charge” to be included. Then select up to six sheet sizes to be included on the printout. When all fields are selected, you can preview the report to screen or go directly to your laser printer.

printLEADER Price Books Printing

Press Starting Name: 1 Color Duplicator
 Press Ending Name: 1 Color Duplicator
 Paper Stock Starting Name: White 20# Bond
 Paper Stock Ending Name: White 20# Bond

Select up to 6 Different Sheet Sizes

8.5 x 11
 8.5 x 14
 11 x 17
 Envelopes
 5.5 x 8.5
 12.5 x 19
 17 x 22
 17.5 x 22.5

19 x 25
 20 x 26
 23 X 35
 25 x 38
 26 x 40
 Catalog Envelop
 Announcements
 Business Cards

Screen
 Printer
 File

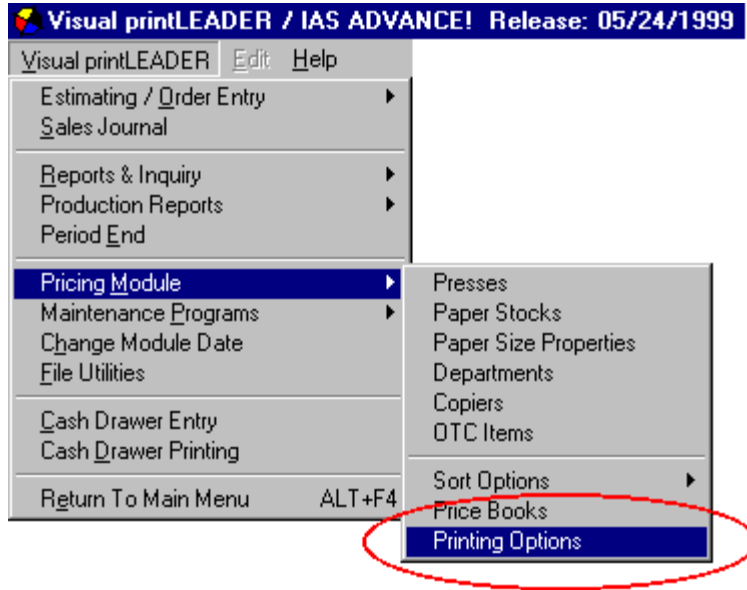
OK Cancel

Name of Press: 1 Color Duplicator
Paper Stock: White 20# Bond

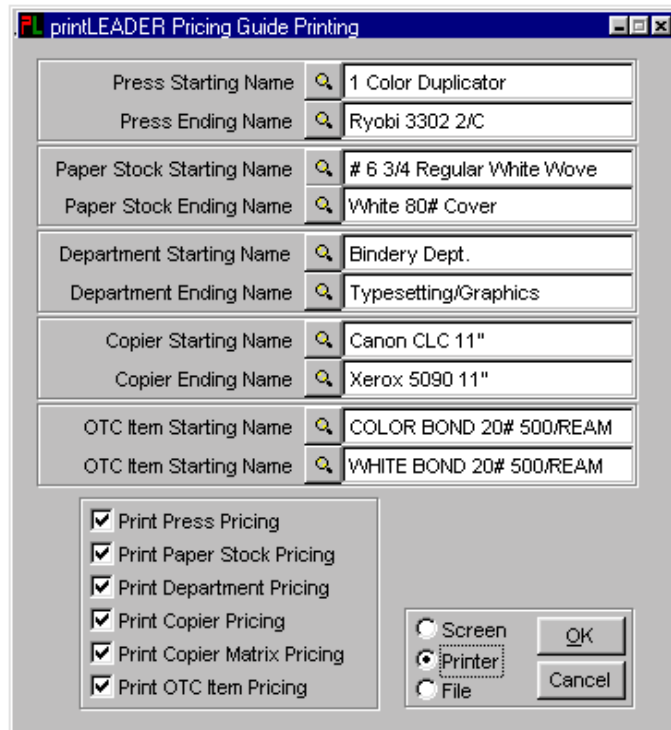
Price Books Report

Quantity	8.5 x 11		8.5 x 14		11 x 17	
	Side1	Side2	Side1	Side2	Side1	Side2
250	29.35	57.17	31.03	59.30	35.37	66.90
300	30.65	59.32	32.63	61.80	37.39	70.00
350	31.95	61.47	34.23	64.31	39.41	73.10
400	33.25	63.62	35.84	66.79	41.43	76.18
450	34.55	65.81	37.44	69.33	43.45	79.34
500	35.88	68.21	39.06	72.13	45.51	82.78
600	38.53	72.64	42.32	77.30	49.61	89.18
700	41.18	77.09	45.59	82.47	53.72	95.56
800	43.83	81.52	48.85	87.61	57.83	101.94
900	46.48	85.79	52.10	92.62	61.94	108.12
1,000	48.52	88.76	54.64	96.09	65.13	112.44
1,500	60.65	108.56	69.72	119.31	84.20	141.24
2,000	72.78	128.36	84.80	142.53	103.27	170.04
2,500	85.00	148.50	99.97	166.11	122.44	199.26
3,000	97.48	169.02	115.41	190.07	141.94	228.96
3,500	109.96	189.54	130.86	214.05	161.44	258.66
4,000	122.44	210.06	146.30	238.03	180.94	288.36
4,500	134.92	230.58	161.74	262.01	200.44	318.06
5,000	146.43	245.87	176.14	280.20	218.68	340.73
6,000	177.53	277.53	202.05	318.08	258.00	388.03

The option of “Printing Options” will allow you to customize and print out all of your pricing databases with simple clicks of the mouse on the selected areas. In addition, you can also create a user-defined criterion of presses, paper stocks, departments, copiers and OTC items.



You may review your report to screen first, or go directly to the printer, or to a file. All of your related databases can easily be previewed to screen to analyzed from a laser printout to have a hard copy, as well as providing you with another method of overseeing your pricing system.



This concludes our section on Price Books and Printing options.